



NATSPEC QUICKstart

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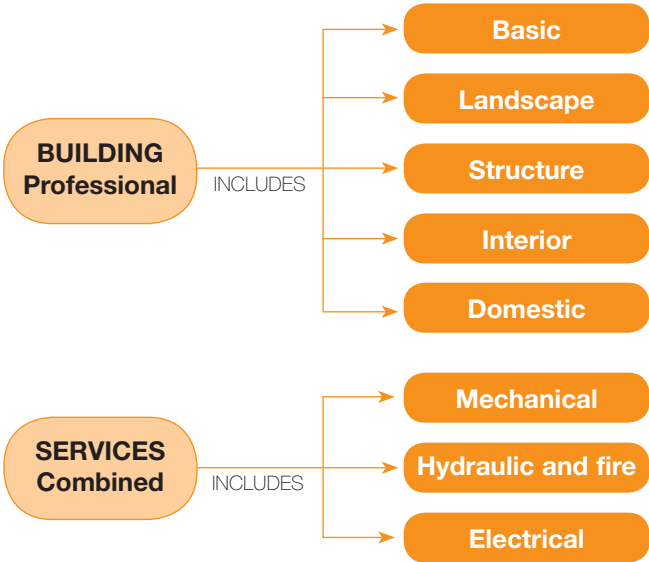


1. WHICH PACKAGE IS RIGHT FOR YOU?

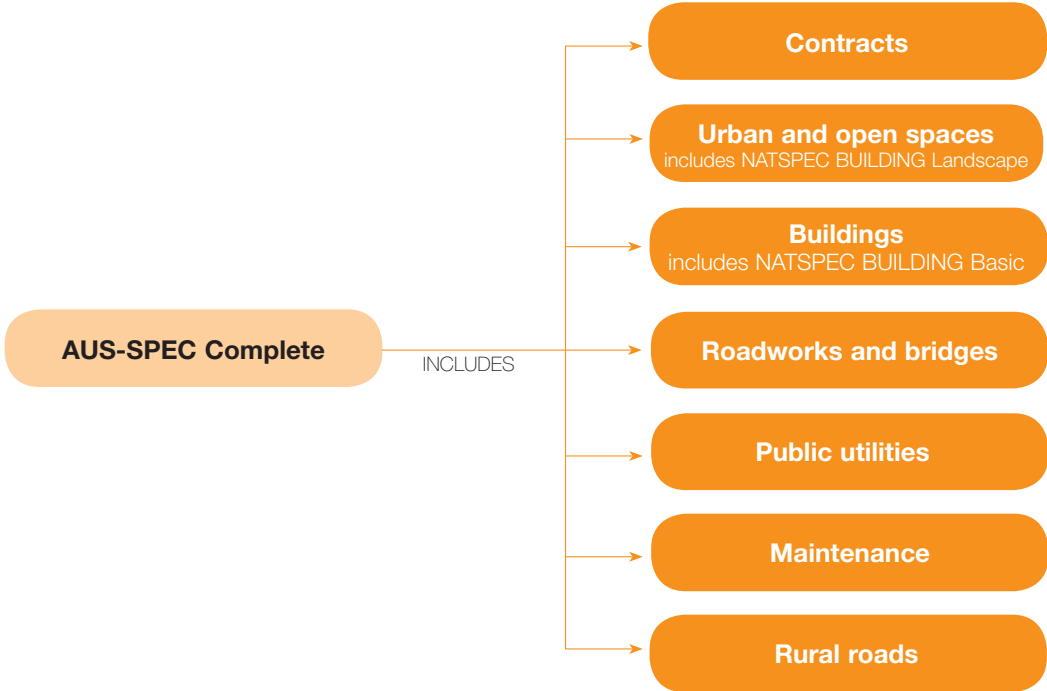
Can you log in?
Once your order has been processed you will receive an email with login details for SPECbuilder. See **3.1 SPECbuilder**.

Do you have the full package contents?
NATSPEC will also mail you the package binder which consists of the NATSPEC USB, NATSPEC *Worksection Matrix*, *Building worksection abstracts*, *SPECnotes*, *TECHnotes* and this instruction booklet *QUICKstart*.

Do you have the appropriate package?
Compare your subscriptions on the Home page or the USB with the application descriptions. If the package appears inappropriate, check the NATSPEC *Worksection Matrix* or give NATSPEC a call on 1300 797 142.



PACKAGE	APPLICATION
	The NATSPEC content is informed by the National Construction Code. NATSource is provided for checking the currency of all Standards and publications referenced throughout <i>Open</i> text in NATSPEC.
BUILDING Professional	For architects and building designers engaged on all building project types. BUILDING Professional is NATSPEC's definitive building specification containing 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 content BUILDING Basic worksections and the NATSPEC BUILDING Domestic specification. These worksections may be selected for the less complicated parts of specific projects.
BUILDING Basic	For architects and building designers, this is a cut-down version of the BUILDING Professional package. It is aimed at simple building projects requiring less technical content on products, 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.
BUILDING Landscape	For engineers and landscape architects engaged on site preparation works and all works external to the building and within the site boundary, together with design and installation work for mechanical, hydraulic and electrical services. 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 roads.
BUILDING Structure	For engineers engaged on structural work 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.
BUILDING Interior	For architects, building designers and interior designers engaged on comprehensive interior projects. It covers interior building and finishing work, together with design and installation work for mechanical, hydraulic and electrical services. Demolition (interior), tendering and contract preliminaries are also covered.
BUILDING Domestic	For architects and building designers constructing, extending or renovating uncomplicated single detached dwellings. It covers site and architectural work, and design and installation work for mechanical, hydraulic and electrical services.
SERVICES Combined	For engineers and services consultants designing and documenting building services installations for small to large building projects. It contains all material in each of the SERVICES Mechanical, Hydraulic & Fire and Electrical specification packages. It includes the most commonly used building services and components, demolition, tendering and contract preliminaries.
SERVICES Mechanical	For engineers and mechanical consultants designing and documenting mechanical services for small to large building projects. It includes the most commonly used mechanical services and components, demolition, tendering and contract preliminaries.
SERVICES Hydraulic and fire	For engineers, hydraulic and fire consultants designing and documenting hydraulic and fire services installations for small to large building projects. It includes the most commonly used hydraulic and fire services and components, demolition, tendering and contract preliminaries.
SERVICES Electrical	For engineers and electrical consultants designing and documenting electrical services for small to large building projects. It includes the most commonly used electrical services and components, demolition, tendering and contract preliminaries.



AUS-SPEC PACKAGE	APPLICATION
Complete	For design, construction, maintenance operational personnel and Asset Managers, and satisfies most Local Government needs. AUS-SPEC Complete covers planning and design, tendering, contract preliminaries, construction, maintenance and operations of open and urban spaces, buildings, minor roads, minor bridges for vehicle and pedestrian use, and public utilities. It includes NATSPEC BUILDING Basic and BUILDING Landscape packages. It provides worksection <i>Templates</i> , guidelines and examples for preparing specifications; tender and contract documentation; maintenance management plans; and contract schedules for construction and/or maintenance contracts.
Contracts	For Contract, Supply, Asset and Works Managers, Purchasing and Legal Officers. AUS-SPEC Contracts covers tendering, contract preliminaries, quality checklists and quality requirements for the supply of projects and services. It provides worksection <i>Templates</i> , guidelines and examples for preparing tender and contract documentation, maintenance management plans and contract schedules.
Urban and open spaces	For Environmental Services, Recreation and Maintenance Managers and Park Superintendents. AUS-SPEC Urban and open spaces covers planning and design, tendering and contract preliminaries, construction, maintenance and operations of urban and open spaces. It also includes the NATSPEC BUILDING Landscape package for site preparation works and all works external to the building but within the site boundary for mechanical, hydraulic, landscape and electrical services design and installation work. It provides worksection <i>Templates</i> , guidelines and examples for preparing specifications, tender and contract documentation, Park Maintenance Plans (PMP), contract schedules and Activity contract requirements (ACR).
Buildings	For Building, Asset, Property Services and Engineering Services Managers. AUS-SPEC Buildings covers planning and design, tendering and contract preliminaries, maintenance and operation of buildings and their associated services. It also includes the NATSPEC BUILDING Basic package for simple site, structural architectural, interiors, landscaping, and for mechanical, hydraulic and electrical services design and installation work. It provides worksection <i>Templates</i> , guidelines and examples for preparing specifications, tender and contract documentation, Building and Facilities Maintenance Plans (BFMP), contract schedules and Activity contract requirements (ACR).
Roadworks and bridges	For Design and Development, Contracts, Asset, Maintenance Business Unit and Statagic Planning Managers. AUS-SPEC Roadworks and bridges covers planning and design, tendering and contract preliminaries, construction, maintenance and operations of minor roads and minor bridges for vehicle and pedestrian use. It provides worksection <i>Templates</i> , guidelines and examples for specifications, tender and contract documentation, Road Reserve Maintenance Plans (RMP), contract schedules and Activity contract requirements (ACR).
Public utilities	For Engineering Services and Maintenance Managers. AUS-SPEC Public utilities covers planning and design, tendering and contract preliminaries, construction, maintenance and operations of public utilities (water supply, water cycle management, sewerage systems and cleaning and waste management). It provides worksection <i>Templates</i> , guidelines and examples for specifications, tender and contract documentation, Maintenance Plans, contract schedules, and Activity contract requirements (ACR).
Maintenance	For Engineering Services, Environmental Services and Asset and Maintenance Managers. AUS-SPEC Maintenance covers tendering and contract preliminaries, maintenance and operations buildings, roadworks, minor bridges for vehicle and pedestrian use and public utilities. It provides worksection <i>Templates</i> , guidance and examples for specification, tender and contract documentation, Maintenance Plans, contract schedules and Activity contract requirements (ACR).
Rural roads	The <i>AUS-SPEC Rural roads</i> package equips councils to implement better practices for the design, construction, maintenance and operation of local roads. Across the asset lifecycle, the package covers documentation for planning, design, tendering, contract preliminaries, construction, maintenance and operation of regional and rural roads.

2. UNDERSTAND THE STRUCTURE

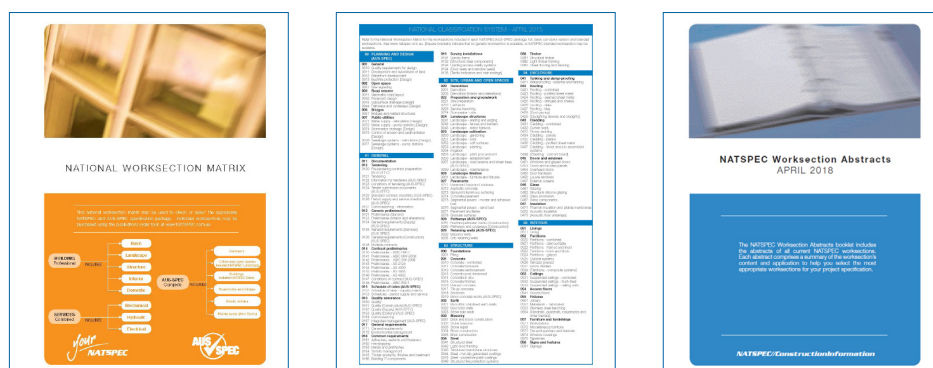
2.1 NATSPEC STRUCTURE

The files for your package are sorted in Workgroups, Subgroups and Worksections. This presents a hierarchy to assist in the selection of worksections. Each worksection is supplied as a single Microsoft Word file (docx).



2.3 MORE INFORMATION

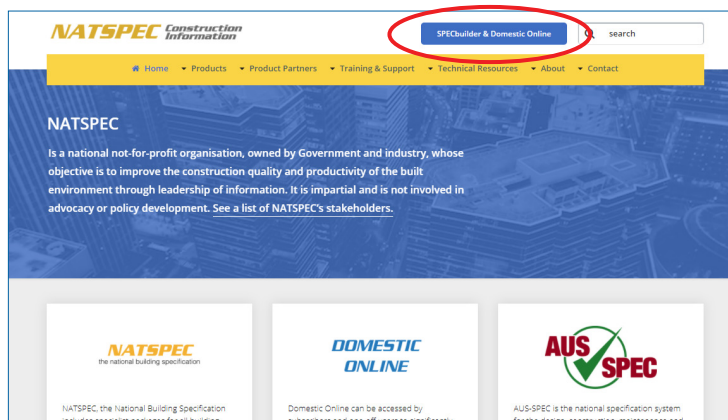
Other documents that assist in understanding the structure of NATSPEC and AUS-SPEC are the *National Worksection Matrix*, *Worksection classification* and *Worksection Abstracts* booklets. These are available on the NATSPEC Website and SPECbuilder.



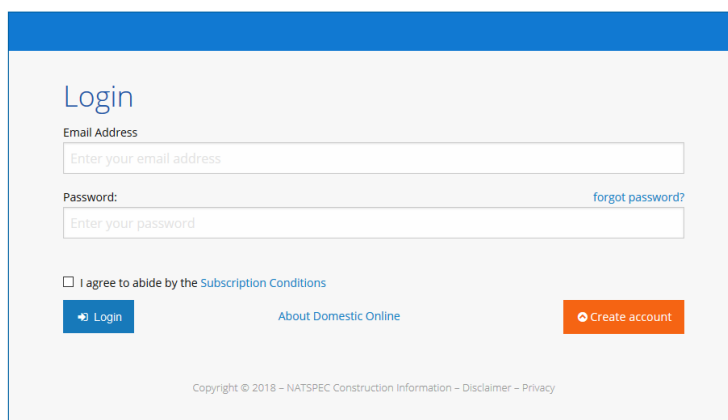
3. SPECBUILDER

SPECbuilder is accessible online. You also receive a USB with your package contents as a backup.

3.1 SPECBUILDER



Step 1: Go to the NATSPEC website



Step 3: The SPECbuilder & Domestic Online Login screen

3.2 PACKAGE ZIP FILES

If you just want to access the Word documents and PDF files, log into SPECbuilder, click on **Subscription Downloads**, and select **Package zip files** to download the zip file for your package. When unzipped this includes all the specification Template files in Word format and all the documents that are part of your package. Save this folder to your computer or server for local access.

It is recommended that you download and save this file every update, as a record of what was released at the time.

3.3 USB

As a backup to the online SPECbuilder, the package files are sent to you on USB when you first subscribe. An updated USB is sent to current subscribers every April and October *Update*.



- Step 1: Open your browser and go to www.natspec.com.au.
- Step 2: Click on the **SPECbuilder & Domestic Online** button.
- Step 3: On the SPECbuilder Login screen, enter your registered email address and password, and check the **I agree to abide by the Subscription Conditions** box and click **Login**.
- When you first subscribed you were emailed your login details. If you haven't received a password, enter your registered email address and click **I forgot my password**, and a new password will be emailed to you.
- Step 4: After logging in you will be directed to the SPECbuilder homepage. Begin creating your specification.
- Click on the **Help** tab for more information on using SPECbuilder.

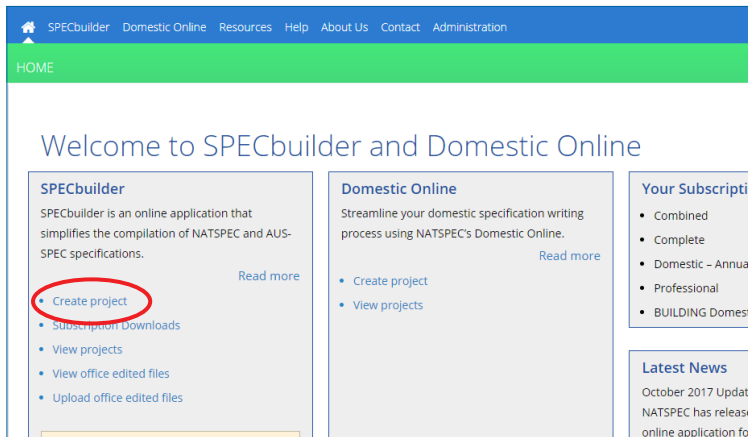
Note: Only use **Create Account** when trying out Domestic Online.

4. USING SPECBUILDER TO CREATE A SPECIFICATION

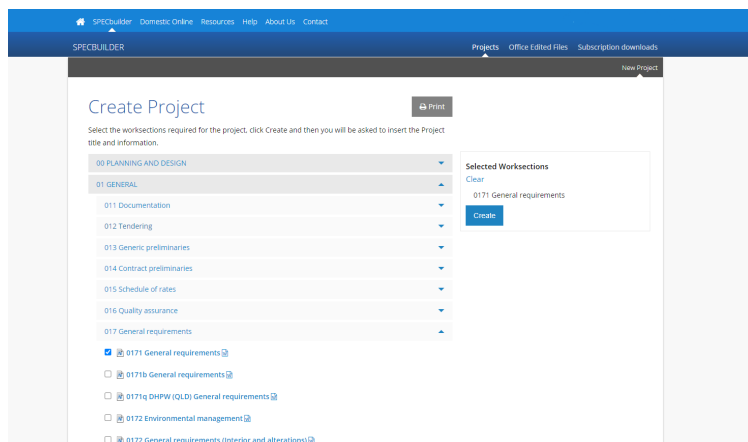
4.1 CREATE A DRAFT

SPECbuilder is available online only and enables NATSPEC and AUS-SPEC subscribers to:

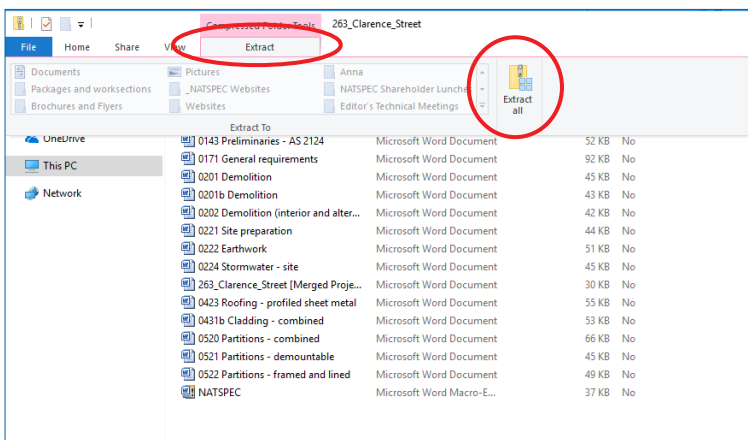
- // Create new specification drafts using NATSPEC or AUS-SPEC and office edited worksections.
- // Create a merged Word document of the selected worksections.



Step 1: Click **Create Project**



Step 2: Select the worksections for your project



Step 7: Contents of downloaded zip file

- Step 1: Click **Create Project** on the SPECbuilder homepage. The Print button on the Create Project page will create and print a checklist document to assist with selecting worksections for your project.
- Step 2: Select the worksections required for the specification by clicking on the checkbox. Click on the Word icon if you wish to download and view the contents of the worksection before creating the specification. Note: Only worksections that are part of your subscribed package are available.
- Step 3: Review your selections in the Selected Worksections panel in the top right hand corner of the page.
- Step 4: Click **Create** and fill in the project details.
- Step 5: Click **Create** to save the filled in project details.
- Step 6: Click **Download** for the system to create the zip file. Then press the **Click Here** button to download the file to your system.
- Step 7: Unzip the file to your computer or server drive and start editing the specification worksections using your wordprocessing program.
- Step 8: You can use SPECbuilder to add additional worksections at any time to an existing project by editing the Contents of your project and saving.

The system generates a master document, collecting the worksection files, natspec.dot file and other appropriate documents to create and download a zip file to your local machine. The download process uses your browser's functions and will be individual to your system.

For further information download the **SPECbuilder Guide** from www.natspec.com.au or SPECbuilder.

4.1 HOW SPECBUILDER WORKS

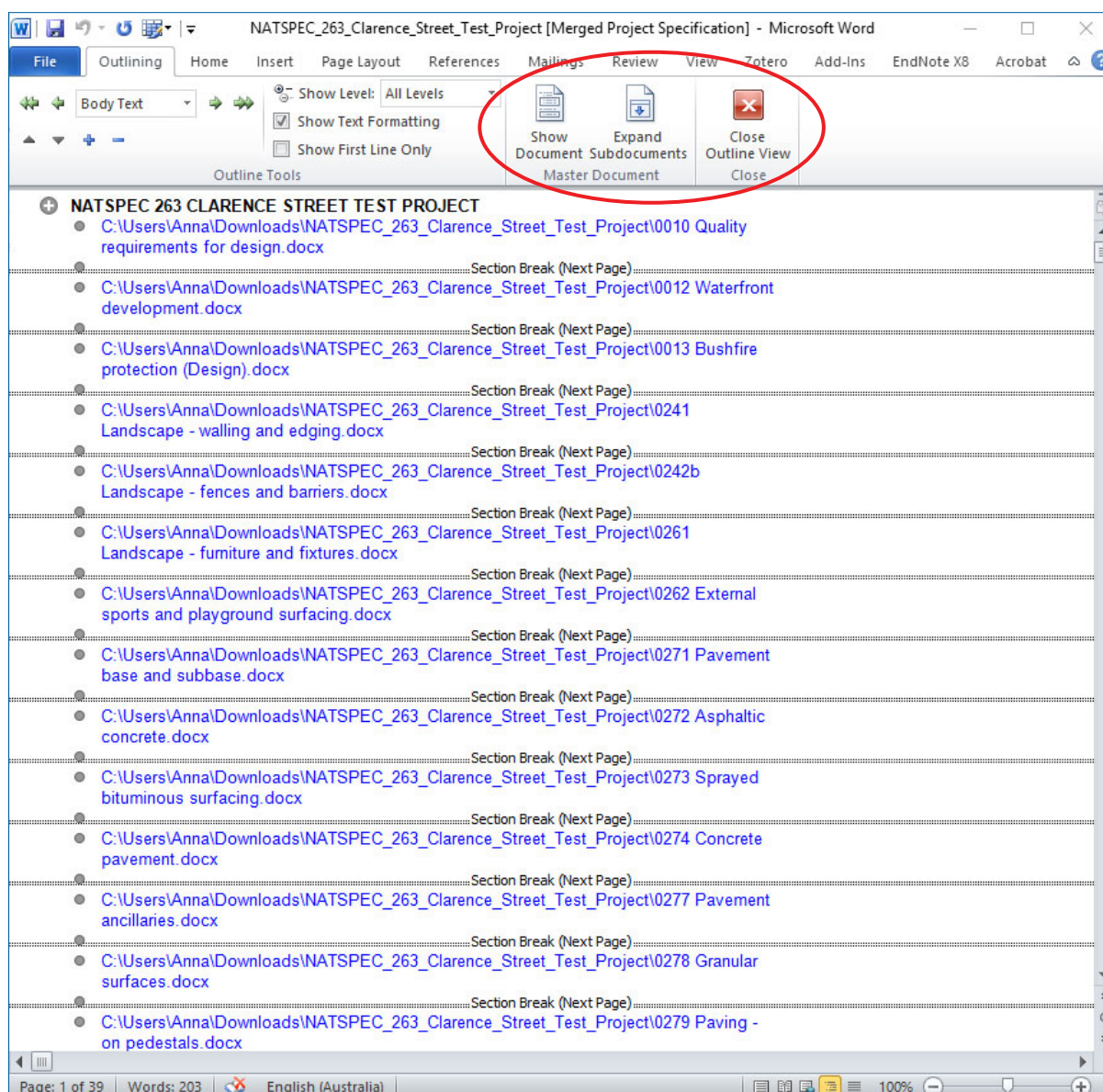
SPECbuilder project files are downloaded onto your computer. Nothing you input is saved online. Once the project is created and downloaded you will not need to use SPECbuilder again, unless you need to add worksections.

The downloaded folder contains a Word document for each selected worksection, a Word master document and a copy of the NATSPEC template file.

The merged document is in the format of a Word Master File. When it is opened, you will see hyperlinks to each of the selected worksections.

To view or print the merged document, expand these hyperlinks.

To merge the final document, in most versions of Word, open the Word Master File and go to *View\Outline View*, click **Show Document** and click **Expand Documents**. Close Outline View and return to Page Layout View, and the document will be fully merged.



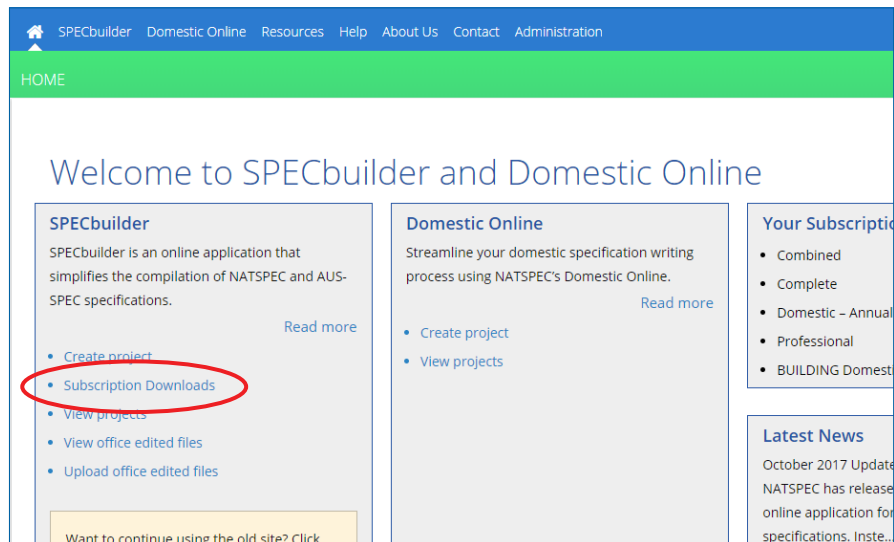
When editing your specification, it is recommended that you edit in the individual worksection files rather than in the merged file. Use the master document to generate the **Table of contents** and merge and print full specification.

5. ABOUT DOMESTIC

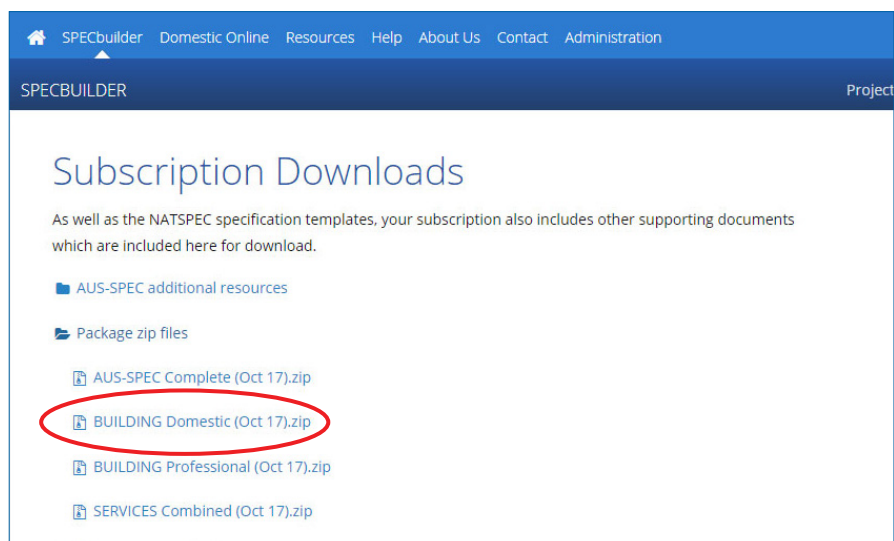
Unlike the other NATSPEC packages, DOMESTIC worksections are supplied in a single Microsoft Word file.

Simply download the file from SPECbuilder and edit.

Note that DOMESTIC subscribers have access to all the NATSPEC Resource Material and Product Partner branded worksections, which can be copied and pasted into your project specification.



Step 1: Click on **Subscription downloads** on the homepage



Step 2: Click on **Package zip files** on the subscription downloads page. Download and unzip your relevant file.

Note: different subscriptions will show different downloadable files.

Alternatively use the intelligent specification editor function for Domestic Online.

For further information on Domestic or Domestic Online, download the **Domestic QUICKstart** from www.natspec.com.au or SPECbuilder.

A - THE EXTRAS THAT HELP YOU WITH YOUR SPECIFICATION WRITING

SUPPORTING DOCUMENTS

NATSPEC supplies a number of supporting documents to help you get the most from your subscription. They cover a wide range of topics including tips on writing a specification, using SPECbuilder, tips on using Microsoft Word and other technical information.

These supporting documents are available as PDF files downloadable from SPECbuilder or on the supplied USB. To access these, click on **Resources, Subscription Downloads** or **Help**. Content may differ depending on your subscription. See below for more information on the specific material available.

RESOURCES

> **NATSPEC Templates:** This folder contains the NATSPEC Microsoft Word template (.dot) file, which contains all the NATSPEC Style information, as well as the NATSPEC Toolbar. To use this template, copy it to the **Microsoft Word Templates** folder on your system. Please see the *Specification Word Processing and Production* paper for further information.

> **TECHnotes:** A TECHnote is a 1-2 page note prepared by NATSPEC giving general information on specification writing, or technical information relating to more than one worksection. TECHnotes are grouped into three categories: General (GEN), Design (DES) and Products (PRO).

> **TECHreports:** A TECHreport is an in depth report prepared by NATSPEC.

> **SPECnotes:** Current and past copies of the NATSPEC quarterly newsletter, SPECnotes.

> **Standards Information:**

NATsource - a listing of all standards and documents incorporated by reference in NATSPEC and AUS-SPEC worksections, with abstracts.

> **Current Update Information:**

- // Building Worksection Abstracts
- // National Worksection Matrix
- // NATSPEC Package Changes
- // NATSPEC *Update* Summary
- // AUS-SPEC *Update* Summary

SUBSCRIPTION DOWNLOADS

> **AUS-SPEC additional resources**

- // Case Studies
- // Commentaries
- // Papers
- // Schedules
- // TECHguides

> **Package zip files:** Contains a single zip file of the entire package for download and storage locally.

> **Reference specifications:**

- // NATSPEC Maintenance Reference
- // Services Reference
- // AUS-SPEC design and construction references

> **Simple Specifications:**

- // Simple Domestic
- // Simple Office Fitout

> **Worksection PDFs with *Update* changes highlighted:**

This folder contains a PDF file of every workgroup, including each worksection included in your package subscription. All the changes that have occurred since the last NATSPEC *Update* are highlighted in a printable and fully searchable file.

HELP

> **Specification Writing**

- // NATSPEC Learning Worksection
- // QUICKstart
- // SPECbuilder Guide
- // Specification Wordprocessing and Production
- // Specification Writing Paper
- // Specifying Architecture
- // STYLEguide

> **FAQs**

B - EDITING DRAFT SPECIFICATIONS

STRUCTURE OF WORKSECTIONS

NATSPEC worksection *Templates* are in Microsoft Word format for use by Windows or Macintosh operating systems. They form a set from which you select the worksections you need, create a copy, and edit for each specification project.

Each worksection *Template* is divided into the following Subsections:

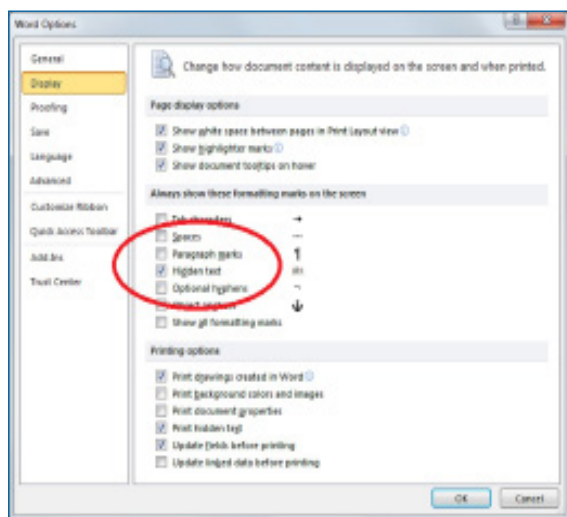
1. GENERAL Includes clauses setting out material that applies to the worksection as a whole.
2. PRODUCTS Includes clauses on components, assembly and work done off-site.
3. EXECUTION Includes clauses on assembly, erection, installation and similar works.
4. SELECTIONS Includes schedules of proprietary products or the properties of generic products.

PROMPTS AND SCHEDULES

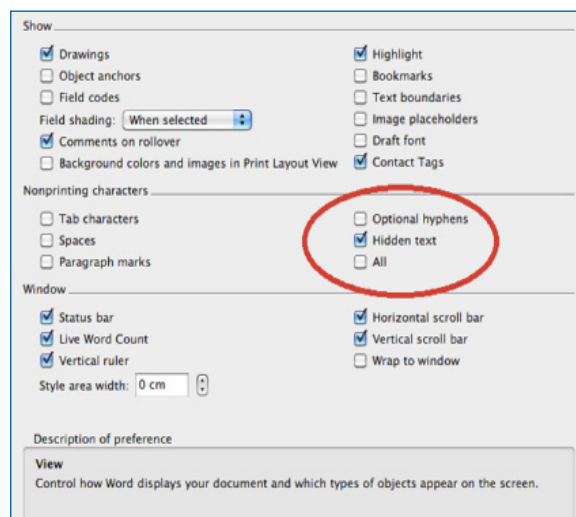
In the worksection, [complete/delete] prompts and schedules are provided where you can input your requirements/selections for project-specific details.

GUIDANCE

To assist with completing the prompts and schedules, *Guidance* notes are available in the Hidden text feature of Microsoft Word. By default, the Hidden text is on, but can easily be turned off or on by using the (¶) button on the Home ribbon, the buttons in the NATSPEC Toolbar, or through the *Tools/Options* menu in Word.



Windows



Macintosh

OPTIONAL TEXT

This is hidden text that is optional. If required, the text can be selected and changed to normal specification text by applying the appropriate NATSPEC styles. If not required, the *Optional* text can be turned off or deleted, similar to *Guidance* text.

REFERENCED DOCUMENTS

A list of the *Referenced documents*, e.g. Australian and international standards, building codes and industry regulations, incorporated by reference in the worksection is located in Hidden text at the end of each worksection.

FURTHER INFORMATION

For more information on using Microsoft Word, download the *Specification Word Processing and Production* paper or view the FAQ from www.natspec.com.au or SPECbuilder.

C - NATSPEC WORKSECTION COMPONENTS AND STYLE NAMES

Workgroup/
Header

Worksection/
Heading 1

Guidance/
Hidden text

Optional
text

Subsection/
Heading 2

Clause/
Heading 3

Subclause/
Heading 4

Table
heading

Table
Text

Paragraph/
Normal

List/Normal indent

Prompt

Footer

01 GENERAL

0171b General requirements

0171B GENERAL REQUIREMENTS

Worksection abstract

This worksection *Template* draws together administrative material which is common to the technical worksections for new work, interiors, and alterations and additions, including services. As it should be brought to the attention of subcontractors and others using that material, each technical worksection includes a cross reference to that effect. *0171 General requirements* covers topics such as referenced documents, interpretation, inspection and tests, samples and contractor's submissions, materials and components, bushfire resistance, installation, marking and completion.

Optional style text

Text in this font (blue with a grey background) covers items specified less frequently. It is provided for incorporation into *Normal* style text where it is applicable to a project.

1 GENERAL

1.1 DESIGN

1.2 PERFORMANCE

Bushfire resistance

Bushfire Attack Level (BAL) to AS 3959: [complete/delete]

Bushfire resistant design and construction: To [complete/delete]

Document any other bushfire regulatory standard applicable to the site here.

Corrosion resistance

General: Atmospheric corrosivity category as defined in AS 4312:

- Exterior atmospheric corrosivity category: [complete/delete]

- Interior atmospheric corrosivity category: [complete/delete]

e.g. Design and As Built v1.3.

Green Star rating: [complete/delete]

e.g. 5 stars.

For **Green Star** requirements consider including this *Optional* style text by changing to *Normal* style text.

Concrete blockwork chasing table

Block thickness (mm)	Maximum depth of chase (mm)
190	35
140	25
90	20

Noise levels

General: Install systems to operate within the noise level limits, as documented for the contract design and documented equipment performance.

Document in the **Noise level schedule**. Inclusion of this schedule does not transfer responsibility for acoustic design to the contractor. If the contractor supplies the documented equipment and installs it as documented then their contractual responsibility has been fulfilled. The function of this schedule is to identify targets for those details for which the contractor is responsible, e.g. excessive noise due to poor air balancing.

Structure

General: If required, provide structures, installations and components as follows:

- Fixed accessways: To AS 1657.

- Structural design actions: To the AS/NZS 1170 series.

The independent application by professionals or specialist contractors to the requirements of structural codes for the design and construction of building components or elements is an established and integral part of the construction process.

See NATSPEC TECHnote DES 009 for an introduction to the limit states design method for designing and evaluating structures.

Importance level: [complete/delete]

© NATSPEC (Oct 20)

1

"[Insert date]" //11

D - TECHGUIDES FOR AUS-SPEC

TECHguides provide roadmaps and examples for compiling the documentation required for local government projects. They include information on contracts, technical specifications and tender submission requirements. They should be read before starting a project. They can be found on the NATSPEC website and the Subscription Downloads section of SPECbuilder in PDF format, and can be printed as required.

OVERVIEW

TG 101 Guidelines for compiling documentation for contracts

This TECHguide describes the procedures for developing and compiling documentation using the AUS-SPEC system for contracts.

TG 102 Guidelines for principals - standard contracts

This TECHguide describes the procedures for the production and management of comprehensive documentation for standard contracts. It addresses the contracting process, compilation of contract documents and tender process.

TG 103 Guidelines for principals - period supply and service contracts

This TECHguide describes the documentation procedures for period supply and service contracts for the supply of materials and services required for local government. Read this TECHguide in conjunction with TG 101 *Guidelines for compiling documentation for contracts* and TG 102 *Guidelines for Principals – Standard contracts*.

TG 104 Guidelines for Principals – sample documents

This TECHguide includes three sample documents to demonstrate tendering and contract documentation for different types of projects using the AUS-SPEC Local Government specification system. The sample documents included are for supply, delivery and placement of sprayed bituminous surfacing, construction of roads, and external surveillance services.

TG 201 Process and procedures for development and subdivision of land

This TECHguide is applicable to the design requirements and planning approval process for development and subdivision of land within a Council area.

TG 401 Guide to the parks and open space maintenance system and documentation

This TECHguide sets out the procedure for the compilation of documentation for the maintenance of parks and open space, including recreation areas. It addresses the philosophy behind the creation and development of the AUS-SPEC maintenance system based on quality, competitive principles and programmed maintenance. It reflects the execution of competitive maintenance contracts, either by a Principal's own business units or private contractors.

TG 402 Guide to adapting asset delivery documentation to parks and recreation areas maintenance

This TECHguide sets out a checklist of contractual issues to consider and address within the Council's adopted General conditions of contract. Read in conjunction with TG 401 *Guide to parks and open space maintenance system and documentation*.

TG 403 Guide to building and facility maintenance management system and documentation

This TECHguide sets out the procedure for the compilation of documentation for the maintenance of buildings and facilities. It addresses the philosophy behind the creation and development of the AUS-SPEC maintenance system based on quality, competitive principles and programmed maintenance. It reflects the execution of competitive maintenance contracts, either by a Principal's own business units or private contractors.

TG 404 Guide to adapting asset delivery documentation to building and facility maintenance

This TECHguide sets out a checklist of contractual issues to consider and address within the Council's adopted General conditions of contract. Read in conjunction with TG 403 *Guide to building and facility maintenance systems and documentation*.

TG 405 Guide to the road reserve maintenance system and documentation

This TECHguide sets out the procedure for the compilation of documentation for the maintenance of road reserves. It addresses the philosophy behind the creation and development of the AUS-SPEC maintenance system based on quality, competitive pricing and programmed maintenance. It reflects the execution by competitive maintenance contracts, either by a Principal's own business units or private contractors.

TG 406 Guide to adapting asset delivery documentation to road reserve maintenance

This TECHguide provides a supplementary set of issues as a checklist to enable each Council to consider their individual issues, in light of the provisions within the Council's adopted *General Conditions of contract*. Read in conjunction with TG 405 *Guide to road reserve maintenance system documentation*.

E - CONTRACT PROCUREMENT OPTIONS

This section contains suggestions for assembling specifications to suit the type of contract delivery method, whether or not subconsultants are involved.

USING NATSPEC IN A SINGLE PRIME CONTRACT

There are many different contract delivery methods available, and a consistent master specification system can be based on only one. For this, NATSPEC has chosen the single prime contract, that is, a contract in which there is a single contractor (often referred to as "the builder") who subcontracts parts of the work to subcontractors who have no contractual relationship to the principal.

A well written specification for such a contract contains material for each item only once. For example, if trenching is required for hydraulics and electrical work, it would be covered by a single common *Service trenching* worksection, not separately in the hydraulics workgroup or the electrical workgroup. This approach maintains consistent standards across the project and reduces the likelihood of variation claims.

In NATSPEC, this type of common material is normally found in the following worksections:

- // Tendering
- // Preliminaries
- // Quality
- // General requirements
- // Environmental management
- // Adhesives, sealants and fasteners
- // Fire-stopping
- // Metals and prefinishes
- // Termite management
- // Timber products, finishes and treatments
- // Service trenching

USING NATSPEC IN A MULTIPLE PRIME CONTRACT

NATSPEC uses the term 'multiple prime' for contract delivery methods that use multiple contractors, each with a contractual relationship with the principal. These are known in the industry by a variety of names, including 'trade packages' and 'multiple contracting contracts'. The specification for an individual package in such projects must contain all relevant material and not be dependent on undefined (and probably non-existent) "others."

The General worksections, listed in the *NATSPEC Worksection Classification* document, can be used as a starting point for assembling a trade package specification by adding the relevant General worksections (preliminaries, tendering, etc.) to the technical worksections for the package. It is usually desirable to prepare standard versions of the worksections (e.g. *Service trenching*) for consistency across the project.

CONSULTANT RESPONSIBILITIES

If subconsultants prepare parts of the specification, the lead consultant (usually an architect) should:

- // Ensure that the subconsultants are aware of the contents of the General worksections, particularly if the subconsultants are not using NATSPEC to prepare their specifications.
- // Check the subconsultants' specifications for conflicts with material in the common worksections.

Subconsultants should:

- // Obtain copies of the General worksections before completing their specifications.
- // Coordinate with the General requirements, possibly proposing inclusions that will apply across the project.

This also applies to documenting multiple prime contracts or nominated subcontracts to achieve uniform construction standards.

FOR AUS-SPEC USERS

Before compilation of the project specification, the specifier must make some decisions regarding the type of contract:

- // Quality system (Assurance) or Integrated management system control; and
- // Schedule of rates or Lump sum (Method of payment).

The choice will have a bearing on selecting Quality and technical worksections from the *National Worksection Matrix* so that they are compatible with the type of contract.

F - FREQUENTLY ASKED QUESTIONS

Q. Are specification packages only available by subscription?

A. Yes

Q. Can you purchase worksections that are not part of your subscription?

A. If a specification project has a particular one-off requirement, you can purchase individual worksections to supplement material you already have in a NATSPEC specification package for \$99 each including GST.

Q. Why do some worksections have a 'b,' 'p' or 's' after the classification code?

A. A lower case 'b' indicates a cut-down version of a worksection, intended for use on simpler projects. Professional, Landscape and Interior subscribers also receive the Basic versions of some worksections to use on simpler projects e.g. 0331b Brick and block construction.

A lowercase 'p' indicates a branded worksection.

A lowercase 's' indicates worksection 'Shell' which act as a prompt for adding specific requirements or a specialist consultant's specification.

A lowercase 'r' indicates a worksections applicable for rural roads.

Q. How do I know what has changed in the last Update?

A. There is an *Update Summary* document located under **Resources\Current Update Information** that lists the worksections that contain changes. The specific changes are highlighted in PDF documents located in **Subscription Downloads**.

Q. After merging my specification my Table of Contents is not reflecting the changes. How can I fix this?

A. Right click over the **Table of Contents** and choose **Update field** to update the table to reflect your contents.

Q. What is green or Guidance text in the worksections?

A. *Guidance* text is included in the worksection file to assist or prompt the specification writer regarding content. It appears as boxed, green text unless hidden. *Guidance* can be displayed, hidden and/or permanently deleted. Delete *Hidden* text before issuing the final document.

Q. What is blue or Optional text?

A. *Optional* text is included in the worksection file as sample text for inclusion in a customised specification. It is a type of *Hidden* text and appears as blue, shaded text unless hidden. *Optional* text can be displayed, hidden and/or permanently deleted. If you wish to include the text in your specification, you must change the text style by highlighting and selecting a non-hidden-text style. Include or delete optional text before issuing the final document.

Q. What is a TECHreport and a TECHnote?

A. A TECHreport e.g. *Specifying ESD* is an in-depth report prepared by NATSPEC providing general information on specification writing, and technical information on a topic that relates to more than one worksection.

A TECHnote is a one or two page note prepared by NATSPEC providing general information on specification writing or technical information relating to more than one worksection.

TECHnotes are grouped into three categories: General (GEN), Design (DES) and Products (PRO).

Q. What about previous AUS-SPEC licences?

A. NATSPEC has no responsibility regarding pre-September 2007 licences and therefore assumes your past licence conditions still hold. Under the new licence, subscribers may NOT distribute editable versions of AUS-SPEC to non-subscribers. Subscribers may provide their completed specification to all those involved in the project. The implication of this is that the subscriber shall take reasonable care to protect AUS-SPEC copyright by not distributing the specification in a manner that allows it to be downloaded by those not involved in the projects.

Q. Can I compare old and new AUS-SPEC?

A. The comparison table found on the NATSPEC website shows the comparison of the old AUS-SPEC specification numbers and activity titles with the new specification numbers and their location in New packages.

For more information see FAQs at www.natspec.com.au.

SPECIFICATIONS

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 quality required and the processes necessary for achieving it. Its role includes, but extends beyond, the selection of materials by providing the criteria for acceptable quality of construction.

THE ROLES OF THE SPECIFICATION

The specification has many roles including being:

- a document embodying design decisions.
- 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.

THE FORM OF A SPECIFICATION

NATSPEC specification worksections are classified, numbered and sequenced in a logical order, which responds to the Australian construction industry. There are recognised methods of specification writing. These include specifying by:

- **Reference:** Where an identifiable printed and published document is incorporated by reference to it. These may be Australian Standards or manufacturer's technical manuals.
- **Performance:** That is, by stating a desired end result and the criteria by which the result will be judged for its acceptability.
- **Description:** Detailing the materials, workmanship and installation procedures to be used.
- **Direct/Proprietary:** Specification stating a proprietary trade name product.

Typically, each NATSPEC worksection is divided into General, Products, Execution and Selections:

- **General** includes cross referencing, standards, interpretation, tolerances, submissions and inspection requirements.
- **Products** includes details of materials and components.
- **Execution** deals with the fabrication, installation, erection and completion as part of a project.
- **Selections** may be made within the text, in schedules within the worksections or provided separately. With simple projects, all selections may be on the drawings.

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 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 for Infrastructure and Transport (SA)
- Dept of Energy and Public Works (QLD)
- Dept of Finance (Federal)
- Dept of Finance (WA)
- Dept of Infrastructure, Planning and Logistics (NT)
- Dept of Treasury and Finance (TAS)
- Dept of Treasury and Finance (VIC)
- Engineers Australia
- Master Builders Australia
- Public Works Advisory (NSW)
- Standards Australia

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NATSPEC's objective is to improve the construction quality and productivity of the built environment through leadership of information.

STAKEHOLDERS

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