

**DEPARTMENT OF PUBLIC WORKS**  
**DEPARTMENTAL QUANTITY SURVEYOR – FINAL ACCOUNT CHECKLIST**

**SERVICE DESCRIPTION:**      **ZNT**.....**W** : .....

.....

I report as follows:-

1. ☐ The certificate by Quantity Surveyors is included in the Final Account and is duly signed and dated.
2. ☐ Comparison of Costs is included in the Final Account.
3. ☐ A copy of the letter addressed to the contractor, in which notification of the
 

☐ contract award,  
☐ the contract sum, R  
☐ and the contract commencement date

were communicated, is **included** in the Final Account.
 

Yes

No
4. ☐ The original Contract Sum reflected on the Final Statement corresponds with the authorised amount for which the contract was awarded.
 

Yes

No
5. ☐ Copy of the Certificate of Completion (First Delivery) is included in the Final account
 

Yes

No
6. ☐ Does the Final Cost exceed the Procurement Administration/Tender Award Committee Approved Contract Value
 

If yes, by what percentage difference

Yes

No
7. ☐ (i) Application(s) for additional funds was/were made and approved
 

Yes

No

(ii) Copy/copies of Application(s) is/are attached
 

Yes

No
8. ☐ All Variation Orders included in the Final Account were authorised by a competent person in the Department and the Variation Orders are reflected on the Variations summary page.
 

Yes

No
9. ☐ Where contractually applicable, the base date – **i.e. tender closing date** – for Contract Price Adjustment Provisions (CPAP) is correct.
 

Yes

No
10. ☐ Where applicable, the CPAP indices have been averaged.
 

Yes

No
11. ☐ The final CPAP escalation calculations are correct.
 

Yes

No

12. ☐ In the case of any material which was to be excluded from CPAP calculations and adjusted according to the Rate of Exchange of foreign currency, the necessary adjustment(s) (either way) have been made and included in the Final Account.

Yes

No

13. ☐ The Final Statement has been checked and reflects –  
Final Value of Contract

R

14. ☐ Authorised signatures on Final statement?

Yes

No

15. ☐ Application(s) for extension(s) of Contract Period

A

NA

16. ☐ Termite Proofing Certificate

A

NA

17. ☐ Waterproofing Guarantee

A

NA

18. ☐ Other Guarantees

A

NA

19. ☐ Certificates (TR1 & TR2) for prefabricated timber roof trusses

A

NA

20. ☐ Compliance Certificates

a. Electrical Installation

A

NA

b. Lightning Protection

A

NA

21. ☐ Plumbing & Drainage pressure tests

A

NA

22. ☐ Test Certificates

a. Soil Compaction

A

NA

b. Concrete Test Cubes

A

NA

Report by (name) ..... on this ..... day of .....20.....

.....  
Signature

.....  
Rank

Other comments .....

#### Legend

A = Attached

NA = Not attached