



LOG BOOK
Quantity Surveying
Year 2022

LOG BOOK OF PRACTICAL EXPERIENCE

QUANTITY SURVEYOR'S CORE COMPETENCIES

1. DESIGN COST ADVICE, COST PLANNING & COST ENGINEERING

- i). Budgetary Process
- ii). Cost Estimating
- iii). Cost Planning

2. CONTRACT DOCUMENTATION & PROCUREMENT

- iv). General Procurement Advice
- v). Quantification, Measurement & Documentation
- vi). Tender Process

3. CONTRACT ADMINISTRATION

- vii). Construction Change Management
- viii). Claims & Dispute Resolution
- ix). Project Financial Audit
- x). Resource Analysis
- xi). Cost Control

4. SUPPORT COMPETENCIES

- xii). Construction Technology
- xiii). Government Regulation & Law
- xiv). Arbitration & Alternative Dispute Resolution
- xv). Expert Witness / Evidence
- xvi). Research & Development
- xvii). Cost Information Database

5. ASSET FINANCIAL MANAGEMENT COMPETENCIES

- xviii). Feasibility Studies
- xix). Life Cycle Cost Analyses
- xx). Technical Due Diligence
- xxi). Facilities Management

6. SPECIALIZED MANAGEMENT COMPETENCIES

- xxii). Project Value Management
- xxiii). Project Risk Management

xxiv). Quality Assurance



PRACTICAL EXPERIENCE LOG BOOK	
RECORD OF PRACTICAL EXPERIENCE (TIME IN HOURS)	
LOG SHEET NO.	

Candidates Name:				University:			
Employer's Name:				Address:			
Project Name:				Location of Site:			
Position Held on Project:				Period in Months:			
Consultant QS (PQS)		Contractor QS		Project Lead Consultants			

(Fill in for each Project)

INCEPTION STAGE

	Task / Months	1	2	3	4	5	6	7	8	9	10	11	12	Total
1	Feasibility Studies													
2	Cost Plan 1 Estimates													

CONCEPT PRELIMINARY DESIGN STAGE

	Task / Months	1	2	3	4	5	6	7	8	9	10	11	12	Total
3	Cost Plan 2 Estimates													

DETAILED DESIGN STAGE

	Task / Months	1	2	3	4	5	6	7	8	9	10	11	12	Total
4	BoQ													
5	Bid Documents													
6	Sub-Contractors Bids													
7	Specifications													
8	Conditions of Contract													



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TENDER AND CONTRACT STAGE

	Task / Months	1	2	3	4	5	6	7	8	9	10	11	12	Total
9	Bid Evaluation													
10	Sub-Contractor Evaluation													
11	Contract Negotiation													
12	Contract Package													

CONTRACT ADMINISTRATION STAGE

	Task / Months	1	2	3	4	5	6	7	8	9	10	11	12	Total
13	Interim Payment Certificates													
14	Application for Payment													
15	Financial Appraisal													
16	Cost to Completion													
17	Site Meetings													
18	Site Visits / Technical Meeting													
19	Review of Variations													
20	Submission of Quotations													
21	Monthly Reports													
22	Contractual Claims													
23	Review of Claims													



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COMPLETION STAGE

	Task / Months	1	2	3	4	5	6	7	8	9	10	11	12	Total
24	Final Statements													
25	Final Accounts													
26	Final Certificates													

DISPUTE RESOLUTION

	Task / Months	1	2	3	4	5	6	7	8	9	10	11	12	Total
27	Negotiation													
28	Mediation / Conciliation													
29	Adjudication													
30	Arbitration													

CONTINUOUS PROFESSIONAL DEVELOPMENT

	Task / Months	1	2	3	4	5	6	7	8	9	10	11	12	Total
31	CPDs													

Registered Supervising QS Name RIA Registration No.	Date	Signature & stamp
Any Brief Comments		



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PROJECT DESCRIPTION NOTES:

Project Details:	
Points of Special Interest to Intern:	
Office Supervisor's Comments	
Office Supervisor: Signature Stamp : Date:	