



# Society of Construction Contract Practitioners

## Guide to completing the Application form for SCCP Panel membership

Before filling in the application form, please:

- Read the SCCP Code of Ethics for all members and the SCCP Code of Conduct for Panel Members. You must agree to be bound by these if your application is successful.
- Purchase and study the revised standard contract [NZS3910:2023](#).
- Save your CV as a PDF to upload during the application process (detailing your experience as an Engineer to Contract or Engineer's Representative).
- Approach four referees who agree to be contacted by members of the SCCP evaluation panel and obtain their contact details. At least one of these must be a Principal, and one must be a Contractor. (NB. The evaluation panel may make any other enquiries as it sees fit to satisfy its requirements.)

Most of the application form can be completed easily using multiple-choice check boxes, drop-down menus and yes/no options. Other questions require more detail. Use this list of questions to prepare answers that you can cut and paste into the form:

- Describe what motivated you to apply to join the Society of Construction Contract Practitioners.
- Has your impartiality as an IC or EtC ever been formally challenged over the past five years? If the answer is "No", please state "No". If the answer is "Yes", please state "Yes" and provide details.
- Describe the nature of your working experience over the last three years as an Independent Certifier or Contract Administrator (or Engineer to Contract / Engineer's Representative) under NZS 391X contracts.
- Briefly outline your approach to the administration of construction contracts.
- What is your approach to establishing and maintaining relationships with participants in construction contracts?
- What is your approach to calling and running meetings? You may wish to provide an anonymised example of minutes you have produced.
- Describe an anonymised example of contractual advice that you have given to help support contracted parties to achieve an appropriate outcome.
- Describe any instances (preferably anonymised examples) of where you have enacted or responded to an advance notification under Clause 5.21 under an NZS391X contract, including the outcome.
- Describe an anonymised example of a decision that you have made under an NZS391X contract.
- Describe one or more anonymised examples of when you had to make a decision OR when you considered it better to refrain from making a decision, and the factors you considered.
- Describe your recent continuing professional development (CPD). This may be a list of recent CPD events that you have attended.
- We would like to understand your experience working with contractors, principals, engineer's representatives and consultants. Please provide brief details of at least three projects you have been involved in, including:
  - Project description
  - Year of completion
  - Contract period
  - Contract value (NZ\$)
  - Your role on the project

We encourage concise yet thorough responses, but there is no character limit in most fields.

Thanks for your interest in the Society of Construction Contract Practitioners.