PROPOSED INDEX

GENERIC PRACTICE MANUAL

2011-03-04

The Practice Manual will be subdivided into the following sections:

P1: the PROFESSION (all matters relating to the profession in SA and at large)

P2: the PRACTICE (all matters that relate to the typical / individual practice)

P3: the PROJECT (all matters that relate to the typical project)

P4: the PERSONS (all matters that relate to the persons – architects, contractors, clients etc)

P5: the PAPERS (all typical letters, forms etc)

The Practice Manual will consist of the following types of documents:

P-DOC: Practice Documents that will form the bulk of the Manual

P-NOTE: Practice Notes (advisory notes) issued from time to time

P-PAPERS: Typical letters, forms, agreements etc

1. **The PROFESSION**
   - 1.1 International
     - 1.1.1 UIA
     - 1.1.2 Other international organizations
     - 1.1.3 Global Sustainability
     - 1.1.4 Working across borders
     - 1.1.5 Associations and co-operation
   - 1.2 National
     - 1.2.1 Legal context: Architect's Act; Copyright Act; Employment Equity; SANS
     - 1.2.2 Registration body
     - 1.2.3 Voluntary association
     - 1.2.4 Education
     - 1.2.5 Continuing Education
     - 1.2.6 Code of Ethics / Professional Conduct

2. **The PRACTICE**
    - 2.1 Establishment
        - 2.1.1 Starting
        - 2.1.2 Objectives values
        - 2.1.3 Design philosophy
        - 2.1.4 Premises
        - 2.1.5 Aids: information; furniture; hardware; software; vehicles;
    - 2.2 Structure
        - 2.2.1 Legal structure
        - 2.2.2 Operational structure
    - 2.3 Development
        - 2.3.1 Clients
        - 2.3.2 Professional products
        - 2.3.3 Acquiring work: bidding; proposals
        - 2.3.4 Research
        - 2.3.5 Strategic planning
    - 2.4 Management
        - 2.4.1 Financial Management: planning; capital; management system
        - 2.4.2 Human Resource Management: employment philosophy; legal requirements; appointment; job descriptions; compensation and incentives; development; communication and review; training; resignation / termination.
        - 2.4.3 Risk Management: professional indemnity insurance; public liability insurance; building insurance; equipment and furniture insurance; key personnel insurance
        - 2.4.4 Dispute resolution
    - 2.5 Measurement
        - 2.5.1 Practice reviews; project reviews
        - 2.5.2 ISO 9002 etc
        - 2.5.3 Quality management systems
    - 2.6 Succession

3. **The PROJECT**
    - 3.1 Procedures
    - 3.2 Production Management and standards
    - 3.3 Project Management
    - 3.4 Quality Management
    - 3.5 Financial Management
    - 3.6 Codes and Regulations

4. **The PERSON**
    - 4.1 Principal
    - 4.2 Staff
    - 4.3 Client
    - 4.4 Consultant
    - 4.5 Contractor
    - 4.6 Other

5. **The PAPERS**
    - 5.1 Agreements
        - 5.1.1 Practice
        - 5.1.2 Staff
        - 5.1.3 Client / Architect: SAIA; PROCSA
        - 5.1.4 Construction: JBCC; FIDIC; GCC
        - 5.1.5 Other
    - 5.2 Letters and documents
        - 5.2.1 Practice
        - 5.2.2 Project