



ECS NEC DOCUMENT ACCESS SERVICE 1 June 2024

In response to market demand and to improve efficiency in development and contract administration of NEC contracts, ECS Associates and Contracts On-Demand through their e-CLOUD Construction® Network, are offering a new digital Channel for NEC templates. The ECS NEC Document Access Service within the e-CLOUD Construction® Network Suite of Productivity Services is available through online [clicking here](#). Also, via the ECS website and through the e-CLOUD Construction® Network website www.e-cloud.co.za. It is used to purchase the NEC Contract Development and Contract Administration Templates.

This Channel initially includes the contract development and administration templates for the NEC3 Engineering and Construction Contract (ECC3). In due course, this will be followed by Professional Services Contract (PSC3), the Engineering and Construction Short Contract (ESSC3), the Supply Contract (SC3), and then followed by the NEC4 Suite of Contracts.

User Instructions are available in the Channel, explaining how to use the templates without altering its intent and design. It is essential to know how the Documents have been setup, and how they should be used to complete a working Contract. It explains how the various Options in NEC3 contracts are selected, and how data is entered relevant to the chosen Options.

A “Decision Matrix” is also available within the ‘ECC3 C1&C4 Engineering & Construction Contract - Agreements, Contract Data & Site Information’ Template to assist Users in selecting all the relevant “Main” and “Secondary” Options by means of ‘Yes/No’ dropdown boxes, streamlining and simplifying the contract development process.

The contract administration templates have fields that are designed to guide users through the many actions of the contract role players, thereby ensuring that the role players act in accordance with the Contract.

Powerful collaboration features are available for Users to interact with other team members. An Artificial Intelligence (AI) Assistant is available for Users to interrogate clauses within their Documents. Each revision to a document is stored, giving the User control as to what changes are made over time. A digital signature facility for seamless sign-off is incorporated.

We are sure our Users will see the immediate benefits that this new service will provide over the MS Word templates that have been offered by ECS over the last 30 years, saving you time and money.

Pro Suite Service

Pro Suite, as part of the Document Access Service, is the Service that contains Document Suites that have productivity capabilities built into them. The major productivity facility within this is Project Details that enables the information about a new project to be set-up once. These Project Details are then inserted automatically into any new Document purchased and created, irrespective of the Document Suite; saving a considerable amount of time in the completion of Documents.

[Click here to read more about the Pro Suite Service](#)

The NEC Contract Development & Administration Templates

This Channel initially includes the contract development and contract administration templates for the NEC3 Engineering and Construction Contract (ECC3). In due course, this will be followed by Professional Services Contract (PSC3), the Engineering and Construction Short Contract (ESSC3), the Supply Contract (SC3), and then followed by the NEC4 Suite of Contracts.

These are the NEC Documents that are currently available online for purchase:

1. 'Project' Documents (editable)

a. Contract Development Templates

i. User Instructions

ii. Agreements, Contract Data & Site Information

1. ECC3 C1&C4 Engineering & Construction Contract - Agreements, Contract Data & Site Information

iii. Form of Security

1. ECC3 C1.3 Engineering & Construction Contract - Form of Security - Retention Bond
2. ECC3 C1.3 Engineering & Construction Contract - Form of Security - Demand Guarantee
3. ECC3 C1.3 Engineering & Construction Contract - Form of Security - Parent Company Guarantee
4. ECC3 C1.3 Engineering & Construction Contract - Form of Security - Advance Payment Bond

iv. Pricing Data

1. ECC3 C2 Engineering & Construction Contract - Pricing Data Option A - Priced Contract with Activity Schedule
2. ECC3 C2 Engineering & Construction Contract - Pricing Data Option B - Priced Contract with Bill of Quantities
3. ECC3 C2 Engineering & Construction Contract - Pricing Data Option C - Target Contract with Activity Schedule
4. ECC3 C2 Engineering & Construction Contract - Pricing Data Option D - Target Contract with Bill of Quantities
5. ECC3 C2 Engineering & Construction Contract - Pricing Data Option E - Cost Reimbursable Contract
6. ECC3 C2 Engineering & Construction Contract - Pricing Data Option F - Management Contract

v. Scope of Work

1. ECC3 C3 Engineering & Construction Contract - Employers Works Information
2. ECC3 C3 Engineering & Construction Contract - Works Information by Contractor

b. Contract Administration Templates

i. By Project Manager

1. ECC3 Risk Register
2. ECC3 Instruction by PM
3. ECC3 16.1 Early Warning by PM
4. ECC3 14.2 Delegation by PM
5. ECC3 30.2 Completion Certificate by PM
6. ECC3 35.3 Takeover Certificate by PM
7. ECC3 61.1 Notice of CE and Request for Quote by PM
8. ECC3 PM Acceptance of Submission from Contractor (not for CE)
9. ECC3 61.4 PM Response to Contractors Notice of CE
10. ECC3 62.2 PM Response to Quotes submitted by Contractor for CE
11. ECC3 PM Rejection to Submission from Contractor (not for CE)
12. ECC3 65.0 PM Implementation of CE

ii. By Supervisor

1. ECC3 42.2 Notification of Defect by Supervisor

iii. By Contractor

1. ECC3 61.3 Notification of CE by Contractor
2. ECC3 Submission by Contractor to PM (not for CE)
3. ECC3 61.1 & 61.2 Submission of Quotes by Contractor to PM for CE

2. Educational or 'Reference' (non-editable) Documents – all of the above Documents for reading only, are available.

3. Sign On-Demand Service – (Pro Suite Premium Subscribers Only) *

This is an additional Service that is available to Pro Suite Document Access Service users and enables secure electronic initialing and signing of Agreements by Project signatories. There is a link to this Service in every Pro Suite Document created.

Pro Suite Premium - Subscription Service *

A service called Pro Suite Premium is available through subscription to provide users of Pro Suite with additional facilities that increases the user's Document productivity. It is paid monthly by Company Credit / Debit Card. One subscription covers an unlimited number of workstations per office location.

[Click here to read more about Pro Suite Premium](#)

[Click here to Subscribe](#)

**For further NEC support and services please contact ECS Associates
on Tel 011 803 3008 or send a mail to admin@ecs.co.za.**

**For further information relating to the Document Access Service
please contact Tjaart Kruger on Tel: 010 010 7588
or send a mail to tjaart@e-cloud.co.za**

