

## PROCSA DOCUMENT ACCESS SERVICE 11 May 2020

The PROCSA Document Access Service within the e-CLOUD Construction Suite of Productivity Services is available through the Internet via the PROCSA website [www.procsa.co.za](http://www.procsa.co.za) and most of the PROCSA Constituent's websites, and through the e-CLOUD Construction website [www.e-cloud.co.za](http://www.e-cloud.co.za). It is used to purchase PROCSA Client / Consultant Service Agreements.

### Pro Suite

The Pro Suite Document Access Service is the Service that contain Document Suites that have productivity capabilities built into them. The major productivity facility is that the information about a new project only needs to be set-up once. This project information is 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 for a full description of the Pro Suite Service](#)

### Basic Suite

The Basic Suite Service is an alternative to the Pro Suite Service. It is more suitable for those who do not wish to register for Pro Suite with its productivity enhancing facilities and only want quick and easy online shopping for documents with e-mail and printing functionality via debit or credit card. [Click here for a full description of the Basic Suite Service](#)

## The PROCSA Client / Consultant Professional Services Agreements

The following PROCSA Documents are available online for purchase through the Service:

- 1. 'Project' Agreements (editable)** - 'Terms & Conditions' together with Annexure 'A' the 'Schedule' and Annexure 'B' - the 'Scope of Services' provided for the following disciplines:
  - Architect ● Structural Engineer ● Electrical Engineer ● Fire Consultant ● Landscape Architect ● Civil Engineer ● Quantity Surveyor ● Project Manager ● Mechanical Engineer ● Wet Services Engineer ● Construction Health & Safety ● Development Manager ● Interior Designer ● Blank (user defined) ● Blank with Multi-Disciplinary Scope of Services (PM, Arch, QS, Elec, Mech, Civil, Struct)

The latest Agreements are Edition 4.0 and 4.1

The Agreements for Architect, Quantity Surveyor, Electrical, Mechanical, Wet Services, Structural & Civil Engineers include Principal Consultant and Principal Agent as separate individual services and deliverables. There is now no separate Principal Agent Agreement.
- 2. 'Reference' Agreements (non-editable)** - versions of the above Agreements are provided at reduced price for reading only.
- 3. 'Archives'** - Previous PROCSA Editions are available as 'Reference Documents' as follows:  
3.2 Oct 2015, 3.1 Feb 2014, 3.0 Jun 2012, 2.0 Aug 2009
- 4. 'Matrix Document'** (Scope of Services by Project Stage and by Discipline)
- 5. 'Combined Bundles'** - Three Bundles of Reference Documents are available as follows:
  - a. Combined Core Suite (includes PM, QS, Architect, Civil, Struct & Elec)
  - b. Combined Engineering Suite (includes Civil, Structural, Electrical, Mech, Wet & Fire)
  - c. Combined Other Suite (includes Dev Manager, Principal Agent, Health & Safety, Landscape Arch, Interior Designer & Blank)