

# PROCSA<sup>®</sup>

Professional Client/Consultant Services Agreements

## PROCSA DOCUMENT ACCESS SERVICE (April 2019)

The PROCSA Document Access Service is one of the Principal Services within the e-CLOUD Construction Productivity Services. It 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)

### The PROCSA Client / Consultant Professional Services Agreements

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

1. **"Project (editable) Agreements"** - 'Terms & Conditions' together with Annexure 'A' the 'Schedule' and Annexure 'B' - the 'Scope of Services' provided for the following disciplines:

Principal Agent • 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 October 2017

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 no need to sign a separate Principal Agent Agreement for these disciplines.

Each 'Project' Agreement is watermarked on every page with the name of the specific Project.

2. **Educational or 'Reference' (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)

The **PROCSA Document Access Service** is available on the e-DOCX online Document Platform as the **Basic Suite** and **Pro Suite** Document Access Services, giving users the option to use one or the other.

#### **Basic Suite Document Access Service**

This option is for those who do not wish to register for and use the productivity facilities provided within the **Pro Suite** Service. It provides quick and easy purchase of 'Reference Documents' and 'Project Documents' that can be downloaded or received as e-mail attachments.

These Documents are not stored online and therefore must be downloaded and saved on your computer. An email is sent to you with a link to download and print these Documents.

'Project Documents' capture the Project Name which is watermarked on each page of the Agreement for copyright purposes.

[Click here for a full description of the Basic Suite Service](#)

#### **Pro Suite Document Access Service**

This option provides users with many added-value document productivity-enhancing facilities. It provides these facilities to save time and increase efficiency of working.

A major productivity facility is that Users need capture information regarding a new Project only once. This information is then stored and automatically inserted into any document of choice when purchased within the system, be it PROCSA, JBCC, Health & Safety etc.

[Click here for a full description of the Pro Suite Service](#)

**PR@CSA**

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