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 and most of the PROCSA Constituent’s websites, and through the e-CLOUD CONSTRUCTION website 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:

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](#)

For further information, please contact Tjaart Kruger
tjaart@contractsondemand.co.za  Tel: 010 010 7588