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Nota di contenuto	Avoiding Claims in Building Design; Contents; Which form should be used?; Preface; Acknowledgements; Glossary of Terms; Introduction; For whom is this book written?; Some terms of reference; Why do practices need to manage risk?; Changes in society's perception of the professional; Does insurance affect the frequency of claims?; Professionals need the weapons to fight back; Claims - failure of management or design?; The structure of this book; Part One: Principles and Practice of Risk Management; 1 Defining and identifying risk; Definitions; Identifying risk; Conscious risk strategy Identifying and ranking the risks in your own practice2 The Risk Anatomy of Practice; Introduction; Innovatory or cautious design?; Innovation and the young practice; Young, mature and older practices; The commercial elements of practice; Do you produce house style design?; Separation of design from production documentation; Balancing of resources and skills; Qualification and experience; How

dispersed is your practice?; Delegation; Financial controls; Markets and marketing; Hierarchy and succession; Summary; 3 A View of the Professions: their Individual Risk Patterns; Introduction  
 The architect as lead consultant and designerThe interior designer; The landscape architect; The planner; Civil and structural engineers; The services engineers; The quantity surveyor; The project manager; 4 The Boundaries of Risk Between the Professions; Introduction; Boundaries of responsibility; Joint ventures; Subconsulting; Additional risks for multidiscipline practices; Cooperation in times of trouble; 5 Risk Management and Quality Assurance Compared; Is quality assurance relevant to risk management?; Definitions; The rules of QA; How does QA work?; Why do firms need QA?  
 QA and risk management comparedRelevance of QA to risk management; 6 The Practitioner and his Insurers; Professional indemnity insurance; Mutuals and the Wren Insurance Association; 7 Introducing Risk Management into the Office; Introduction; A model framework for all practices?; The components of a risk management system; Costing the process; Setting up the system; Applying the system; Maintaining the system; Part Two: The Processes of Risk Management; 8 Setting Up the Appointment; Introduction; The start of the process; Preparing the ground for the appointment; Anatomy of the appointment  
 Preparing the appointmentThe institutes' standard forms of engagement; Completing the forms; 9 Standard Forms of Engagement: The Architect; Standard Form of Agreement for the Appointment of an Architect (SFA/99); Coordinating the scope of services with others; Coordinating whole team design; The architect's design duties; Conditions of appointment; Conditions of Engagement for the Appointment of an Architect (CE/99) for use with a Letter of Appointment; 10 Standard Forms of Engagement: Engineers, Quantity Surveyor, National Health Service and Project Manager; The Engineers ACE Conditions of Engagement for Engineering Services B(1) and B(2) (ACE/B1, ACE/B2)

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## Sommario/riassunto

The chance of being claimed against is now a major risk factor for every building designer, engineer, quantity surveyor and project manager. Apart from the cases that go to court, many other claims are settled before they reach that stage. The cost of insurance to meet claims is now a substantial component of every practice's overheads. Sensible risk management can identify the potential sources of claims, reduce their likelihood, warn of impending trouble and control how the claim is to be defended. This book explains how to plan a risk management strategy and suggests techniques that ca

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