
List of responsibilities per skill

Administration	<ul style="list-style-type: none"> – Payment of fees and expenses to maintain the license; – Transmission of the various notices prescribed by the Building Act, namely those regarding corporate structure changes or any other situation resulting in the company’s inability to meet the license criteria; – Updating the file whenever there is a change in the business (change in address or guarantor, change in lender or stakeholder); – Posting of the license number at all times on company advertisements, bidding and estimating documents and company contracts and statements (except for the guarantor of an electrical or plumbing and heating contractor, given that these contractors are exempted from it under the Regulation under the Building Act, a form of mandatory posting being imposed on them by their incorporating Act); – Return of the RBQ license if the company’s license is suspended, cancelled or becomes invalid following bankruptcy or for any other reason; – Collection of the deductions from employee wages, if applicable, as well as employee dues to the Commission de la construction du Québec and the Commission des normes, de l’équité, de la santé et de la sécurité du travail (CNESST); – Payment to the authorities responsible for the collection of the GST and QST, if applicable; – Maintenance of the license bonding as well as the warranty plan certificate if the company builds residential buildings.
Safety management	<ul style="list-style-type: none"> – Registration with the Commission des normes, de l’équité, de la santé et de la sécurité du travail (CNESST); – Development of a prevention program, as prescribed by the workplace health and safety Law (LSST); – Application of the measures prescribed by the LSST and Safety Code; – Application of the claims process in case of accident or occupational disease.

<p>Project management</p>	<ul style="list-style-type: none"> – Negotiation of an agreement with the client that takes into account the needs of the latter, but also the company’s skills limitations; – Completion of a written agreement that complies with the conditions of the verbal agreement, unless this is impossible (ex.: urgent repair); – Compliance with the provisions of the agreement, especially regarding the deadlines and materials specified; – Negotiation of contracts with the subcontractors that hold licenses in sub-categories relevant to the work; – Compliance, at all times, with the standards, regulations and provisions of the Quebec Building Code and good practices, in collaboration with the construction work execution guarantor; – Submission of the various work statements and certificates prescribed by the Building Code or other laws, in collaboration with the administration guarantor; – Quality control of the work and incident management post-construction, with the construction work execution guarantor; – Inspection of the overall work with the client; – Establishment of a list of work to be completed or corrected if necessary, as well as its deadline, completion and delivery; – Obtainment of a written confirmation of the work reception from the client.
<p>Work execution</p>	<ul style="list-style-type: none"> – Examination of the plans and specifications (in collaboration with the site project management guarantor); – Application of work execution procedures in compliance with the requirements of the Building Code and applicable standards, namely the: <ul style="list-style-type: none"> ○ Technical work execution process; ○ Ordre of operations by the executors (in collaboration with the site project management guarantor); and ○ Compliance with health and safety rules (with the health and safety management guarantor). – Clear and precise communication to employees, subcontractors and other businesses on the worksite regarding instructions for applicable methods and precautions and their compliance; – Meeting the requirements of the procedures, document production and contract-specific communications, such as work change notices.

Need more information?

Contact our expert department at 514-739-2381, ext. 120.

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