

VALID AND ACCEPTABLE FORM AND FORMAT OF
ARCHITECT'S INSTRUCTIONS

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A project report submitted in partial fulfilment of the
requirements for the award of the degree of
Master of Science in Construction Contract Management

Faculty of Built Environment
Universiti Teknologi Malaysia

MAY 2011

ACKNOWLEDGEMENT

Not to discouraging anybody, but it was not an easy task to complete this research. However, I managed to complete it due the coolness and encouragement from my dedicated supervisor, En. Norazam Othman. I wish to thank him for the support and trust he has in me. His ways of seeing thing differently make me 'opens up' my eyes to understand and explore more on this topic. His suggestion for me to read the book *Legal Research and Writing* by Anwarul Yaqin has helped me a lot in developing my research.

Not to forget, my sincere thanks to En Jamaludin Yaakob for teaching and guiding me to understand what law and contract are. I'm proud enough to say that I'm a better person now in administering and managing my contractual work as an architect. Thank you also to Dr. Nur Emma Mustafa for suggesting me to research on Architect's Instructions. My heartfelt thanks shall also be awarded to the other lecturers of Master of Science (Construction Contract Management), Assoc. Prof. Dr. Maizon Hashim, Assoc. Prof. Dr. Rosli Abdul Rashid, Assoc. Prof. Dr. Fadhlin Abdullah, Assoc. Prof. Dr. Roslan Amiruddin, Assoc. Prof. Dr. Razali Adul Hamid, Dr. Kherun Nita Ali and Dr. Ismail Mohamad. Thank you all for the commitment and guidance throughout the course.

Last but not least, thank you to my family for the infinite prays, supports, encouragement and assistance. Completion of this research and course is the success for all of us.

ABSTRACT

It is excellent if projects can be implemented purely as per the issued construction drawings. Yet, this scenario is too good to be true, especially when involving people with millions of feelings and desires. There are many external factors that lead to changes in each project. Thus, valid instructions are required to formalize and bind these changes into the construction contracts. Hence, the state of practice method in issuing Architect's Instructions in construction industry is very important for effectively communicating directions and orders of changes, further information, method of working and others, to the contractors, especially when some information is illegible due to poor quality, inadequacy and unclear construction drawings. The effectiveness of instructing during regular meetings is also questionable. This is because the verbal and written communication skills are inadequate among the constructional people, thus may lead to mistakes, inefficiencies, and even conflicts. These problems become more critical if they escalate into disputes. The most popular disputes in relations to Architect's Instructions are on the entitlement of claiming additional payments by the contractors on variation works. These disputes occur because there are also disputes in recognizing the Architect's Instructions among the construction people including the employers, consultants and contractors. In some cases law, some forms and formats are judged as the valid instructions, and some are not. Therefore, this research will find out what are the valid and acceptable form and format of Architect's Instructions.

ABSTRAK

Adalah sesuatu keadaan yang sangat baik sekiranya sesuatu projek dapat dilaksanakan secara tepat seperti yang terlakar di dalam lukisan-lukisan pembinaan yang diterbitkan. Namun, senario ini terlalu bagus untuk menjadi kenyataan, terutama ketika melibatkan manusia yang mempunyai berjuta-juta perasaan dan keinginan. Terdapat banyak faktor luaran yang menyebabkan perubahan dalam setiap projek. Oleh itu, arahan yang sah diperlukan untuk merumuskan dan mengikat perubahan ini ke dalam kontrak pembinaan. Justeru itu, kaedah amalan pengeluaran Arahan Arkitek (Architect's Instructions) dalam industri pembinaan amat penting untuk menyampaikan arahan dan perintah ke atas perubahan, maklumat lebih lanjut, kaedah kerja dan lain-lain, secara efektif kepada kontraktor, terutama ketika beberapa maklumat yang terdapat dalam lukisan-lukisan pembinaan tidak dapat difahami disebabkan kualiti yang buruk, ketidakcukupan dan ketidakjelasan maklumat. Keberkesanan arahan-arahan yang diberikan semasa mesyuarat tapak sering dipersoalkan. Ini adalah kerana kemampuan komunikasi lisan dan bertulis dikalangan mereka yang terlibat dengan pembinaan adalah tidak mencukupi dan mungkin mengakibatkan kesalahan, inefisiensi bahkan konflik. Masalah-masalah ini menjadi lebih kritikal jika mereka meningkat menjadi pertikaian. Pertikaian yang paling popular yang ada hubungkaitnya dengan Arahan Arkitek ialah pada hak kontraktor untuk menuntut bayaran tambahan disebabkan kerja-kerja variasi. Pertikaian ini berlaku kerana terdapat juga pertikaian di antara ahli pembinaan seperti klien, perunding dan kontraktor dalam mengenalpasti Arahan Arkitek. Dalam beberapa kes undang-undang, sebahagian bentuk dan format Arahan Kerja adalah sah dan sebahagian yang lain tidak. Oleh yang demikian, kajian ini akan merungkai bentuk dan format yang sah dan diterima sebagai Arahan Arkitek.