



Quantity Surveying Training Course: BOQ, Measurement, Valuations and Final Accounts



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Introduction:

Quantity surveying training covering BOQ, measurement, valuations and final accounts is a 10-day course for quantity surveyors, cost engineers, contract administrators and site engineers on building and infrastructure projects, ending with a Quantity Surveying Case Workbook. Organisations lose money when bills carry mismeasured items, interim valuations drift from work in place, variations are priced without rules and final accounts stay open for months. Nominees already take off or check quantities at work and build a measured bill, a valuation and a final account through modelling exercises. CoreConcept Training Center delivers this quantity surveying course.

Course Objectives:

- Measure substructure, frame, finishes, MEP and civil works from drawings and specifications using standard methods of measurement rules and dimension sheets
- Prepare a bill of quantities with preambles, preliminaries, provisional sums and daywork schedules ready for tender issue
- Build and analyse unit rates, check tenders for arithmetic and pricing anomalies and run elemental cost plans and cost checks
- Value interim payments, materials on site, variations, daywork and fluctuations using contract rates and price adjustment formulae
- Assemble claims quantum heads, final account statements and monthly cost reports with anticipated final cost forecasts
- Produce a Quantity Surveying Case Workbook containing a measured bill section, an interim valuation and an agreed final account

Target Audience:

- Quantity surveying staff who measure works, prepare bills and value contractor payments
 - Cost engineering staff who build cost plans, rate analyses and cost reports for capital works
 - Contract administration staff who process variations, daywork records and payment certificates
 - Site engineering staff who supply measurements, joint records and progress data to the commercial team
 - Commercial staff on contractor and subcontractor teams who prepare valuations and final account submissions
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Course Outline:

Day 1: Quantity Surveying Role, Contract Documents and Drawing Interpretation

- Quantity Surveyor Duties From Feasibility Through Tender to Close-Out
- Procurement Routes and Their Effect on Measurement Responsibility
- Architectural, Structural and MEP Drawing Sets Read for Measurement
- Specification Sections Cross-Referenced to Work Item Descriptions
- Dimension Paper Conventions for Timesing, Dimensions and Squaring

Day 2: Standard Methods of Measurement for Substructure and Frame

- Standard Method of Measurement Units, Coverage Rules and Item Coding
- Measurement Principles for Net Quantities, Deductions and Voids
- Excavation, Earthwork Support and Disposal Measured From Ground Levels
- Foundations, Ground Beams and Slabs Measured With Girth Calculations
- Reinforced Concrete Frame Quantities for Concrete, Formwork and Rebar

Day 3: Measuring Finishes, MEP Services and Civil Works

- Masonry, Partitions and Openings Measured With Adjustment Rules
- Floor, Wall and Ceiling Finishes Taken Off by Room Schedule
- Mechanical and Electrical Services Measured by Runs, Fittings and Points
- Roads, Drainage and External Works Measured From Chainage Cross-Sections
- Model-Based Quantity Take-Off Checked Against Manual Dimension Sheets

Day 4: Bill of Quantities Production, Rate Build-Up and Tender Documents

- Bill of Quantities Structure With Preliminaries, Measured Work and Summaries
- Preambles and Item Descriptions Drafted From Specification Clauses
- Provisional Sums, Prime Cost Sums and Daywork Schedules
- Unit Rate Build-Up From Labour, Plant and Material Constants
- Tender Document Package With Pricing Schedules and Instructions to Tenderers

Day 5: Guided Case Study on Measuring and Pricing a Building Package

- Case Drawing Set Review and Measurement Plan for a Block
 - Substructure and Frame Dimension Sheets for the Case Building
 - Finishes and Services Bill Pages With Preambles for the Case
 - Spreadsheet Bill Template Priced With Built-Up Rates
 - Peer Arithmetic and Description Check of the Case Bill
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Day 6: Tender Evaluation, Cost Planning and Cost Checks

- Tender Arithmetic Check and Error Correction Procedure
- Rate Comparison Matrix Exposing Front-Loading and Unbalanced Pricing
- Tender Evaluation Report With Qualifications and Award Recommendation
- Elemental Cost Plan Built From Cost Analyses of Completed Projects
- Cost Check Procedure as Design Information Develops

Day 7: Interim Valuations and Payment Certificate Control

- Interim Valuation Procedure With Preliminaries Apportionment by Time and Value
- Materials on Site and Off-Site Valued With Ownership Evidence
- Retention, Advance Recovery and Previous Payment Deductions in Certificates
- Joint Measurement Records as the Valuation Audit Trail
- Overvaluation and Undervaluation Risk Checks Before Certification

Day 8: Variations, Daywork, Fluctuations and Commercial Negotiation

- Variation Instruction Log and Change Scope Identification
- Variation Valuation Using Bill Rates, Pro-Rata Rates and Fair Rates
- Daywork Sheets Verified Against Labour, Plant and Material Records
- Price Adjustment Formula and Fluctuation Clauses Using Published Indices
- Variation Account Negotiation Meeting and Agreed Settlement Record

Day 9: Claims Quantum, Final Accounts and Cost Reporting

- Loss and Expense Quantum Heads for Prolongation and Disruption
- Final Account Statement With Omissions, Additions and Adjustments
- Provisional Sum Expenditure and Remeasurement Reconciliation
- Monthly Cost Report With Anticipated Final Cost and Variance Trends
- Commercial KPI Dashboard for Valuation Lag and Variation Ageing

Day 10: Modelling Build of the Quantity Surveying Case Workbook

- Capstone Case Brief and Measured Bill Section Completion
 - Interim Valuation Build for the Capstone Payment Period
 - Variation and Daywork Valuation Entries for the Capstone Account
 - Final Account Statement Assembly With Agreement Schedule
 - Quantity Surveying Case Workbook Completion and Panel Challenge
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Skills You Will Gain:

- Measurement to Standard Rules
- Bill of Quantities Drafting
- Unit Rate Analysis
- Tender Pricing Review
- Elemental Cost Planning
- Variation Valuation
- Price Fluctuation Calculation
- Final Account Settlement

Why Attend This Course:

- Deliver a Quantity Surveying Case Workbook with a measured bill section, interim valuation and final account to the commercial manager or project director for adoption as a working template
- Decide which rate applies to a varied item, which daywork sheets to accept and which tender anomalies need clarification before award
- Avoid overpayment, unrecovered variations and final accounts left unsettled long after completion by checking quantities and rates against standard rules
- Pass on dimension sheet conventions, bill templates, valuation checklists and the cost report format to junior surveyors and site engineers

Conclusion:

Back at work, the participant hands the commercial manager or project director a Quantity Surveying Case Workbook that sets measurement conventions, a bill template, a valuation routine, variation and daywork pricing rules and a final account format. The unit uses it to issue tenders on consistent quantities, certify monthly payments against measured work and settle accounts promptly with contractors. After the first payment cycle and first agreed variation account, the unit should review valuation accuracy, open variations and the gap between forecast and agreed final cost.

Frequently Asked Questions FAQ:

What should participants know before the quantity surveying course?

Participants should be able to read construction drawings and should already take off, check or certify quantities in some form at work. Bringing a drawing extract, a bill page or a recent valuation from a current project helps them apply the measurement and valuation exercises to their own work.

How does this quantity surveying course differ from a cost estimating or contract administration course?

It concentrates on measurement, bills of quantities, interim valuations, variations and final accounts. Estimating courses focus on estimate classes and contingency, and contract administration courses on clauses, notices and roles; both appear here only where they affect quantities and payment.

Why do standard methods of measurement matter in quantity surveying?

Standard methods of measurement fix units, item coverage and measurement rules, so every tenderer prices the same quantities and the same work. They also give a shared basis for remeasurement, variation valuation and the final account, which reduces disputes over what an item includes.

What do participants take back from the quantity surveying course?

Participants take back a Quantity Surveying Case Workbook with dimension sheets, a measured bill section with preambles, built-up rates, an interim valuation, variation and daywork valuations, a fluctuation calculation and a final account statement that they can adapt to their own projects.