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Union Internationale des Architectes— International Union of Architects

## **Recommended Guideline for the Accord Policy on the Scope of Practice**

As Approved by the UIA Council  
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## **ACCORD POLICY ON SCOPE OF PRACTICE**

*That the UIA encourage and promote the continuing extension of the boundaries of architectural practice, limited only by the provisions of codes of ethics and conduct, and strive to ensure the corresponding extension of the knowledge and skills necessary to deal with any extension of boundaries.*

## **RECOMMENDED GUIDELINE FOR THE ACCORD POLICY ON SCOPE OF PRACTICE**

### **INTRODUCTION**

In most jurisdictions, architects already offer architectural services based on a core scope of practice that has evolved over the years. Documentation on the core scope of practice varies quite widely among many jurisdictions – some are quite detailed and cover every single aspect of the work process from inception to completion and handing over of the project to the owner, as well as other services that can be provided by an architect. Furthermore, some jurisdictions have either regulatory bodies or their respective professional institutes that outline in detail the core scope of services as well as the other services. Some jurisdictions have neither.

The UIA has an interest in maintaining the architects' responsibility in the core scope of practice as well as their ability to perform such other services that they may have developed in their own jurisdiction. The UIA also recognizes a need to promote the awareness among the public and government administrators of such scope of practice by architects in their own jurisdiction. Furthermore, the UIA recognizes that such scope of practice should take into consideration the local environmental, social, and cultural factors and ethical and legal standards prevailing in each jurisdiction. Although the Accord and related Policy Guidelines are intended to define such scope of practice as well as the extension or other services that can be performed by an architect, they are also intended to promote such aspirations of the profession lacking in some jurisdictions through corresponding acquisition of such knowledge and skills necessary to equip the architects ultimately.

The Accord acknowledges that although there are many jurisdictions that may not have the administrative means and/or educational facilities to promote and/or regulate the core scope of practice or the other services with which an architect should be conversant, due to differing standards, practice and conditions that reflect the diversity of cultures of such jurisdictions, the Accord represents only a first step in an effort by representatives of the international community of architects to reach consensus on the scope of practice toward which an architect should aspire and offer to serve community interests. The UIA recognizes that bilateral and multilateral mutual recognition agreements between and among registration/licensing agencies of the UIA member sections will take substantial time to negotiate and bring into operation, and there is a need to provide guidelines and protocol for conditions where mutual recognition agreements do not yet

exist.

The Accord Policy on Scope of Practice is intended to lay down the core services that an architect should be able to provide competently. The Accord Policy also recognizes that there are many other services and disciplines that for such jurisdictions to promote and attain over a period of time.

## **GUIDELINES FOR SCOPE OF PRACTICE**

### **CORE SCOPE OF SERVICES**

Architects generally provide the following core seven units of professional service essential to the creation of the built environment.

#### **A. Project Management**

- Formation and management of project team
- Schedule planning and control
- Project cost control
- Client approval processing
- Governmental approval procedure
- Coordination with consultants and engineers
- Post occupancy evaluation

#### **B. Research and Planning**

- Site analysis
- Identification of objectives and conditions
- Conceptual planning

#### **C. Construction Cost Control**

- Construction cost estimation
- Evaluation of construction cost proposed
- Evaluation of value engineering
- Cost control in construction phase

#### **D. Design**

- Confirmation of requirements and conditions
- Design and production of construction documents
- Design presentation for client's approval

#### **E. Procurement**

- Selection of construction procurement

- Processing of construction procurement
- Assist of construction contract award

#### **F. Contract Administration**

- Support to construction administration
- Clarification of design intents and review of quality control
- Observation, inspection and report of site work
- Change order and field order

#### **G. Maintenance and Operation Planning**

- Support for property management
- Support for maintenance of building
- Post occupancy inspection

An architect's services are not limited to the above listed core services. UIA recognizes that there are various services in the different jurisdictions - such as urban planning, historical restoration, renewal of existing buildings and many other services wherever architects are capable to carry out these services based on appropriate education training and experience.

### **PROJECT FLOW**

With various participants in a project, any type or size of the project proceeds by following basic phases described below while solving complex problem of the Project. Every project has different conditions. Project flow presented here is merely the benchmark for the individual project to identify the various deviations within the essential flow of the project.

#### **A. Pre -Design Phase**

The architect assists the client to identify requirements and limitations for the project and to finalize a project brief.

#### **B. Concept Design Phase**

Based on the requirements and limitations of the project brief, the architect examines major variables in codes and regulations, building technology, schedule and cost of the project and then proceeds to prepare a concept design for the project.

#### **C. Design Development Phase**

Upon the client's approval of the concept design, the architect prepares a developed design of the building

#### **D. Construction Document Phase**

Upon the client's approval of the developed design, the architect prepares technical documents suitable for the construction.

#### **E. Bid, Negotiation and Award of Contract Phase**

Based on construction documents prepared, the architect prepares contract documents for selection of a contractor. The architect assists the client in the selection of the contractor to be awarded the project. The architect arranges a formal agreement between the contractor and the client.

#### **F. Construction Phase**

To assure quality of the project documented in the contract document, the architect clarifies design intention and observes site works done by the Contractor, clarifies design intention, issues instructions, authorizes payments to the contractor.

#### **G. Handover Phase**

With completion of the project, the architect inspects final quality of the project for conformity with the contract document and checks to confirm that all statutory approvals have been obtained. The architect arranges a formal handover of the project from the contractor to the client.

#### **H. Post Construction Phase**

In the post-construction phase, the architect provides professional services to ensure that the contractor's obligations to remedy defects are fulfilled.

#### **I. Other Services**

The services listed below are not necessarily excluded from the core services. Some jurisdictions accept some of these services as core services, taking into consideration that the architects are appropriately qualified to perform these services for clients and the public.

- i) Feasibility Studies
- ii) Preparation of design requirements (program)
- iii) Building survey (inspection)
- iv) Negotiations (e.g. land-use/zoning conversions)
- v) Delay and protracted Services
- vi) Special presentations for sales and advertisement brochures
- vii) Life cycle planning
- viii) Land-use/town planning
- ix) Urban design
- x) Facilities management
- xi) Landscape design

- xii) Interior design
- xiii) Graphics and signage design
- xiv) Acoustic design
- xv) Lighting design
- xvi) Specialist detailing (e.g. curtain walling)
- xvii) Building energy studies
- xviii) Cost consultancy services
- xix) Building codes services
- xx) Materials/equipment services
- xxi) Environmental studies
- xxii) Construction management services
- xxiii) Support for art works
- xxiv) Project management services
- xxv) Accessibility services
- xxvi) Dispute resolution (Mediation, Arbitration, Expert Witness)
- xxvii) Historical restoration
- xxviii) Renewal of existing building
- xxix) Post occupancy evaluation