NBS
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NBS CA JCT 'Guidance' update – installation advice

This document provides installation advice and instructions for updating the JCT 'Guidance' displayed in NBS Contract Administrator from 2016 to 2024.

If you have any questions or queries please contact the NBS Software Support Team.

About the contracts in NBS Contract Administrator
NBS Contract Administrator contains four categories of contracts from two providers.

NBS is updating the 'Guidance' for the 2016 versions of the JCT contracts (six in total) to match the 2024 versions. 2011 and 2005 versions and SBCC contracts do not need to be updated.

Category	Contract title
Standard contracts	• JCT Standard Building Contract 2005 (SBC05) • JCT Standard Building Contract 2011 (SBC11) • **JCT Standard Building Contract 2016 (SBC16)** • SBCC Scottish Standard Building Contract 2005 (SBC/SCOT05) • SBCC Scottish Standard Building Contract 2011 (SBC/SCOT11)
Design and Build contracts	• JCT Design and Build Contract 2005 (DB05) • JCT Design and Build Contract 2011 (DB11) • **JCT Design and Build Contract 2016 (DB16)**
Intermediate contracts	• Intermediate Building Contract 2005 (IC05) • Intermediate Building Contract with Contractor's Design 2005 (ICD05) • Intermediate Building Contract 2011 (IC11) • Intermediate Building Contract with Contractor's Design 2011 (ICD11) • **Intermediate Building Contract 2016 (IC16)** • **Intermediate Building Contract with Contractor's Design 2016 (ICD16)**
Minor Works contracts	• Minor Works Building Contract 2005 (MW05) • Minor Works Building Contract with Contractor's Design (MWD05) • Minor Works Building Contract 2011 (MW11) • Minor Works Building Contract with Contractor's Design (MWD11) • **Minor Works Building Contract 2016 (MW16)** • **Minor Works Building Contract with Contractor's Design 2016 (MWD16)** • Minor Works Building Contract 2005 (MW05 • SBCC Scottish Minor Works Building Contract 2005 (MW/SCOT05) • SBCC Scottish Minor Works Building Contract with Contractor's Design 2005 (MWD/SCOT05) • SBCC Scottish Minor Works Building Contract 2011 (MW/SCOT11) • SBCC Scottish Minor Works Building Contract with Contractor's Design 2011 (MWD/SCOT11) • SBCC Scottish Minor Works Building Contract 2016 (MW/SCOT16) • •SBCC Scottish Minor Works Building Contract with Contractor's Design 2016 (MWD/SCOT16)

About the new guidance files
We have updated the Guidance files for the JCT 2016 contracts.

When these files are added to the NBS Contract Administrator program directory, the 2024 guidance will be displayed in the 'Guidance' panel inside NBS Contract Administrator.

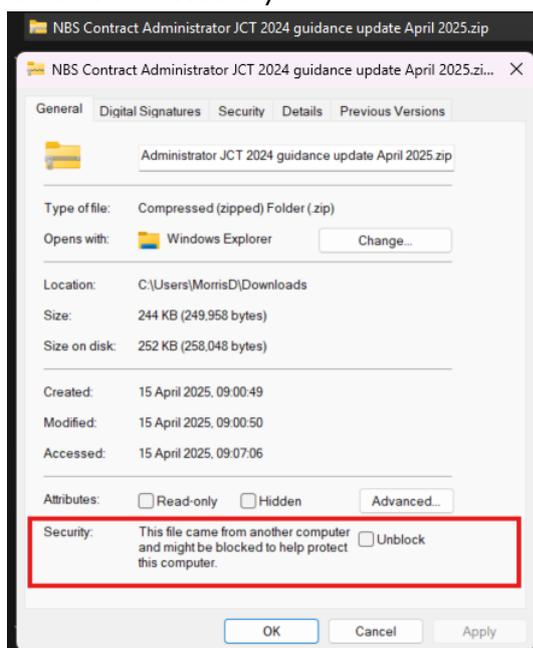|	2016 versions	2024 versions
Filename	Size	
DB16.chm	90 KB	82 KB
IC16.chm	77 KB	69 KB
MW16.chm	60 KB	51 KB
SBC16.chm	80 KB	72 KB

Installation instructions

Follow these instructions to update the JCT guidance displayed in NBS Contract Administrator from 2016 to 2024.

- This is intended for use with the current version of NBS Contract Administrator **v3.0.1**.
- NBS Contract Administrator program directory in MS Windows:
  C:\Program Files (x86)\NBS\NBS Contract Administrator\Resources
- These steps must be repeated on every device/workstation you have NBS Contract Administrator installed.
  - o This is because, unlike the 'Datastore,' which can be located on the network, the guidance files are stored in the NBS Contract Administrator program directory.
- These steps should be repeated after installing NBS Contract Administrator onto a new device/workstation.

Steps:
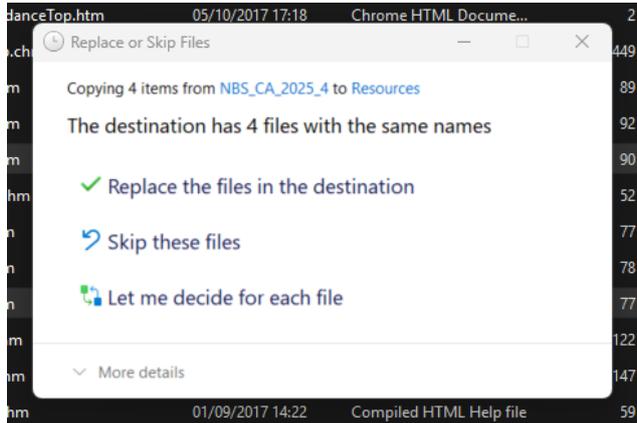
1. Go to Content and Software Updates | NBS and refer to '**Update 2025-1 April 2025**'.
2. Download '**NBS Contract Administrator JCT 2024 guidance update April 2025.zip**'.
3. Close NBS Contract Administrator if you have it open.
4. Check the properties of '**NBS Contract Administrator JCT 2024 guidance update April 2025.zip**' and 'Unblock' if necessary.

A screenshot of the 'Unblock' option in the file 'Properties' window.
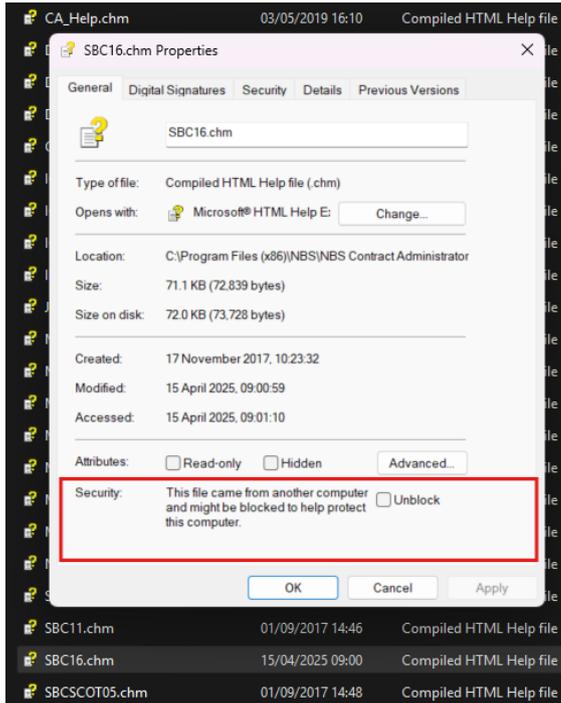
5. Unzip the folder.

6. Copy the 4 files inside the unzipped folder.
   DB16.chm
   IC16.chm
   MW16.chm
   SBC16.chm
7. Paste them into the 'Resources' folder in the NBS Contract Administrator program directory:
   C:\Program Files (x86)\NBS\NBS Contract Administrator\Resources
8. You will be shown a message that says, 'The destination has 4 files with the same names.'
   Click 'Replace the files in the destination'.

A screenshot of the 'Replace the files in the destination' message.

9. **Important step!** Check the file properties of each of the four files. If you see this option, you must 'Unblock' the file.
   a. This is done one file at a time.
   b. In the NBS program directory (C:\Program Files (x86)\NBS\NBS Contract Administrator\Resources).
   c. This must be done to:
      i. DB16.chm
      ii. IC16.chm
      iii. MW16.chm
      iv. SBC16.chm
   d. Right-click on the filename in the program directory.
   e. Click 'Properties'.

f. Check 'Unblock' and 'Apply'.

A screenshot of the 'Unblock' option in the file 'Properties' window.

Frequently Asked Questions

1. **What does this update include?**
   This update contains update 'Guidance' for the DB16, IC16, MW16 and SBC16 contracts. This is a guidance only update. There are no changes to the forms.

   Please note, when you publish 2016 forms from NBS Contract Administrator they will continue to include '16' in the footer.

   NBS Contract Administrator contains digital versions of contract administration forms published by RIBA. We understand that RIBA does not currently plan to publish forms for the JCT 2024 contract editions.

2. **After applying the update what will change in NBS Contract Administrator?**
   The guidance text presented against DB16, IC16, MW16 and SBC16 contracts. This update does not change the forms provided by NBS Contract Administrator. Also, this update will not change any existing jobs or their data.

For more information on the contracts within NBS Contract Administrator, please refer to further guidance from NBS here: Contract Administrator Guidance November 2024