

## **1.0 GENERAL**

### **1.1 DEFINITIONS**

- .1 “Administrative Submittals” means data presented for review to ensure administrative requirements of the Contract are met.
- .2 “Shop Drawings” means technical data specifically prepared for work of this Contract including drawings, diagrams, schedules, templates, patterns, and similar information not in standard printed form.
- .3 “Product Data” means standard printed information describing materials, products, equipment, and systems not specifically prepared for work of this Contract. Product Data consisting of manufacturers’ standard schematic drawings, catalogue sheets, diagrams, schedules, performance charts, illustrations, and descriptive data will be accepted in lieu of Shop Drawings provided that:
  - .1 information not applicable to the work of this Contract is deleted; and
  - .2 standard information is supplemented with information specifically applicable to the Work of this Contract.
- .4 “Samples” means cuts or containers of materials or partial sections of manufactured or fabricated components that are physically identical to products proposed for use.
- .5 “Field Samples” means volumes of materials as specified, which are physically representative of the materials proposed for use.

### **1.2 SCHEDULE OF SUBMITTALS**

- .1 Submittals required for the Contract are specified in each section of the Contract Documents.
- .2 Additional submittals required but not specified in other sections of the contract are appended to this section. Submit these submittals prior to commencement of Work at the Site.

### **1.3 SUBMITTAL PREPARATION**

- .1 Determine and verify the following:
  - .1 Field measurements.
  - .2 Field construction criteria.
  - .3 Catalogue numbers and similar data.
  - .4 Compliance with the Contract Documents.
- .2 Co-ordinate each submittal with requirements of the Work and the Contract Documents.

- .3 Notify the Minister, in writing, on the submittal and at the time of submission, of any deviations from the requirements of the Contract Documents.

#### **1.4 SUBMITTAL REQUIREMENTS**

- .1 Make submittals within the times required by the Contract Documents and sufficiently in advance of the date that reviewed submittals will be required, and in such sequence as to cause no delay in the Work.
- .2 Make submittals in the form specified or in a form considered as an industry standard.
- .3 Provide a transmittal letter with each submittal containing the following:
  - .1 Date.
  - .2 Project Name.
  - .3 Contract Name.
  - .4 Tender Number.
  - .5 Contractor's name and address.
  - .6 [Number of each Shop Drawing, Product Data, and Sample submitted.]
  - .7 [Other pertinent data.]
- .4 Include in the submittals the following:
  - .1 Date and revision dates.
  - .2 Project Name.
  - .3 Contract Name.
  - .4 Tender Number.
  - .5 Name of:
    - .1 Contractor.
    - .2 Subcontractor.
    - .3 Supplier.
    - .4 Manufacturer.
    - .5 Name of detailer when details are not prepared by the Contractor, Subcontractor, or Supplier.
    - .6 The Contractor's stamp, signed, certifying its review of the submittal, verification of field measurements, and compliance with the Contract Documents, or that deviations, if incorporated, will be compatible with other elements of the Work.

**1.5 REVIEW OF SUBMITTALS**

- .1 The Minister will review each submittal within [10 working days] of receipt of the submittal unless specified otherwise in the Contract Documents.
- .2 Make corrections or changes to reviewed submittals and resubmit as specified for the initial submission.
- .3 Until a reviewed submittal is received, and does not require re-submittal, do not proceed with the Work related to the submittal.
- .4 The Minister's review of any submittal does not relieve the Contractor from responsibility for errors and omissions, nor deviations from the requirements of the Contract Documents.

**1.6 REPRODUCTION OF SUBMITTALS**

- .1 After review of the submittal, the Minister will reproduce the number of copies of the submittal that the Minister requires, and return the reviewed reproducible documents.

**2.0 PRODUCTS – NOT USED**

**3.0 EXECUTION – NOT USED**

**END OF SECTION**

<b>Material/Product</b>	<b>Specification Section</b>	<b>Supplier</b>
1. [Gravel]	[02330]	[ Supplier's Name and Address]
2. [Medium Duty Slide Gates]	[11280]	[ Supplier's Name and Address]

**END OF LIST OF SUPPLIERS**

<b>Equipment</b>	<b>Size or Capacity</b>	<b>Model Year</b>	<b>Owned/Rented</b>

**END OF LIST OF CONSTRUCTION EQUIPMENT**

Year	Month	Monthly Total Number of Workers on Site	[Monthly Number of Workers in Camp]
200[ ]	January February March April May June July August September October November December		
200[ ]	January February March April May June July August September October November December		
200[ ]	January February March April May June July August September October November December		

**END OF SCHEDULE OF WORKERS**

<b>Operation/Activity</b>	<b>Method Statement</b>

**END OF METHOD STATEMENT**