

Shop Drawings Reviewed by Contractor

The contract documents specifically assign the CONTRACTOR with the greatest burden of responsibility for review and verification of Shop Drawings prior to submitting to the ENGINEER for approval.

In the case of complex projects (for example, projects including process equipment with critical delivery lead times), the timely prosecution of the construction schedule significantly relies upon the timely flow of the submittal/approval process.

RECOMMENDATIONS:

- The CONTRACTOR and ENGINEER should take every measure to be expedient in their respective tasks relative to review and approval of submittals. To assist in this objective, the following measures are suggested for consideration:
 - CONTRACTOR should maintain a high priority listing of submittals throughout the project thus alerting the ENGINEER to which items are most critical to the project schedule.
 - A report detailing the status of all submittals, with specific attention to the high priority list, should be a standard agenda item at every project progress meeting.
 - Consider the exploration of technology utilizing electronic submittal methods, for example via pdf files or images stored on CD with built-in reader software.
- Thorough review of submittals should be a burden shared by both parties. The CONTRACTOR should be fully diligent and thorough in their review, therefore reducing the reliance upon the ENGINEER to identify discrepancies and deviations.
- On the submittal, the CONTRACTOR shall clearly note any deviations and discrepancies from the plans and specifications so as to allow the ENGINEER every opportunity to address the identified deviations.