

### **17.2.3 Contractor's Review and Engineer Approval**

All submittals shall be;

- a) Reviewed, checked and approved before submittal,
- b) Co-ordinated the contents with the requirements of the Works, the Contract Documentation (where applicable) and any related work.
- c) Specific and where necessary draw attention in writing to revisions other than the corrections called for on previous submittals.
- d) Each re-submittal shall be identified with the sequel number of the original submittal followed by consecutive number starting with '0' for first submittal, '1' for second re-submittal, '2' for third re-submittal, etc.
- e) The approval of submittals shall not relieve the Operator of responsibility for any deviation from the requirements of the Project Documentation unless otherwise agreed with, and confirmed in writing by, the Engineer.
- f) Any approval from the Engineer shall not relieve the Operator of responsibility for errors or omissions in the submittals.
- g) Submittals which are incomplete, including those not correctly transmitted, not correctly titled and identified.

## **17.3 O&M Reporting**

### **17.3.1 Daily Report**

A record of daily operations and maintenance works completed shall be maintained and including all activities and procedures carried out on a day-to-day basis. The Contractor shall submit the records sheets shall be included in the Monthly Report of corresponding month.

### **17.3.2 Weekly Report**

Weekly progress reports shall include weekly and year to date totals for all quantitative services and shall be submitted by email to the DMAT / Consultant no later than 10:00 am every Sunday.

### **17.3.3 Monthly Progress Report**

On the 1st day of every month, a report of the operations activities in the previous month shall be submitted. On days, during the previous month, where performance has not met requirements, a detailed evaluation of the cause of the problem and a list of steps, remedial works or actions taken to address the cause or causes shall be included.

The Monthly Progress Report shall include the following:

- a) Manpower List
- b) Man hour List
- c) Site-by-site organization charts with staff changes and whereabouts highlighted
- d) Spare parts and consumables list that contractor used and changed during maintenance period / reporting stage
- e) PS's operational summary including but not limited to inlet/outlet flows
- f) The date of commencement and completion of all critical activities
- g) Details of problem areas
- h) Accidents to anyone working on the site which required medical attention
- i) Details of monthly progress and status of the works in O&M terms as per approved Plan.
- j) All maintenance information required by the Manual sections that follow.