

- D. When submitting the Monthly Report, relevant photographs should be included as appropriate. Photograph format, quality and quantity shall be agreed with the Engineer.

### **13.1.3 Digital File**

- A. The digital file shall be produced by a colour digital camera of at least 10-mega pixel rating. The camera shall be approved by the Engineer and a sample provided before photographs are submitted. The photograph shall be produced using the highest picture quality setting in the cameras specification.
- B. The Contractor shall catalogue and index the photographs in chronological sequence. He shall provide a table of contents using file name. The format must be agreed with the Engineer.

### **13.1.4 Technique**

- A. The Contractor shall provide factual presentation. Each photograph should aim to describe one point.
- B. The Contractor shall provide correct exposure and focus, high resolution and sharpness, maximum depth of field, and minimum distortion.

### **13.1.5 Views**

- A. The Contractor shall provide photographs from views at each specified time, until Date of Substantial Completion.
- B. The Contractor shall consult with the Engineer for instructions on views required.
- C. The Contractor shall provide detailed examples using close up photographs if necessary.

### **13.1.6 Submittals**

- A. Photographs shall be submitted using the following schedule;
  - 1. Deliver photographs within thirty (30) days of site handover,
  - 2. With each monthly report
  - 3. Contract Closeout,
  - 4. Before the commencement of any work order or maintenance.
  - 5. In addition, at any time as requested by the Engineer.