

- f. Three hard copies of each report in a suitable scale plus a copy of the updated program(s) / report(s) in digital format shall be submitted to the Engineer at the end of each month.

11.1.21 Correspondence

- A. Except where more are required by the Contract, all correspondence to the Engineer shall be submitted as follows:
4.
 1. One original and three photocopies of transmittals and letters including attachments/ enclosures to Engineer's Main office / site office as instructed by the Engineer
 2. All correspondence from the Contractor to the Engineer shall be submitted on A4 size paper whenever possible. All correspondence shall clearly indicate:
 - a. Contract Number
 - b. Title of the Project
 - c. Contractor's Name
 - d. Date and reference number of the correspondence.

11.1.22 Method Statements

- A The Contractor shall prepare and submit method statements for all work activities including major temporary works. He shall also prepare and submit method statements for any work activities if it is a requirement of the Work Plan or if instructed to do so by the Engineer.
- B The method statement shall incorporate any supporting calculations, drawings and manufacturer's guidelines.
- C The method statements shall be submitted to the Engineer in ample time before the operation described is started and no work is to be done without written approval from the Engineer. The acceptance by the Engineer of a method statement shall not relieve the Contractor of any of his obligations under the Contract.
- D Method statements shall be prepared in accordance with the requirements of Division 1 Sections 01310 – Work Plans, 01400 – Quality Control, 01540 – Health and Safety and 01570 – Traffic Regulations.