

Quality Control Programme. The Report shall summarise the inspections and documentation required in accordance with Section 01400.

11.1.8 Correspondence

- A. Except where more are required by the Contract, all correspondence to the Engineer shall be submitted as follows:
1. One original and three photocopies of transmittals and letters including attachments/ enclosures.
 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.

11.1.9 Drawing Coordination Considerations

- A. All generic terms shall be used on drawings as per latest Engineer format to ensure nomenclature parallel with the Specification Section. In addition any interpretation required may be referred Section 17200.
- B. The Contractor shall submit shop drawings accompanied by approved transmittal forms.
1. The format of the transmittal forms is to be agreed with the Engineer.
 2. The submittal form includes the following, and it must be filled out using a typewriter or word processor and a copy retained.

Contractor Job No.	- Contractor's name and job number
Submitted by	- Name and signature of the Contractor's employee responsible for Contractor's review and co-ordination.
Contract Work Title	- Title of Contract, Contract number.
Transmittal Number	- Transmittal numbers shall be consecutive for the Works and shall incorporate the project element identification system.
Date submitted	- Date leaving Contractor's office