



7.1	Consultants application form	2 years
	Owner Endorsement letter	2 years
	Master Developer NOC	10 years
	Concept Design NOC	Permanent
	Approved Drawings	Permanent
	Reviewed drawings	Permanent
	Master Developer Approved drawings	10 years
	Consultant License	2 years
	Consultant Appointment letter	2 years
	Documentation Package	2 years
	Correspondence	2 years
	Affection Plan	Permanent
	Concept Design payment recipient	2 years

Upon completion of each review, records are kept centrally on Trakhees server. The records include all documents, drawings and end with the covering letter sent to the applicant by Trakhees.

8.0 Attachments:

- 8.1** Client Work Flow
- 8.2** Application Form
- 8.3** Template for Concept Design NOC
- 8.4** Internal Concept Design Checklist