

17 REPORTING & DATA MANAGEMENT

17.1 General

All available drawings, records, manufacturer's equipment manuals, history files, and other available pertinent data shall be maintained, updated and be made available.

17.2 Preparation and Submittal of O&M Reports

Submittals will include but not be limited to:

- a) Submittal Procedures
- b) Reports
- c) Weekly Program Schedule
- d) Certificates
- e) Guarantees and Warranties
- f) Method Statements
- g) Internal / External Audit
- h) Applications and Invoices
- i) Deliverables for works executed under work orders and / or from the provisional sum:
 - i. Material Submittals
 - ii. Shop Drawings
 - iii. As-built Drawings
 - iv. Operation and maintenance manuals as applicable

17.2.1 Submittal Procedures

Submittals and their contents shall be properly prepared, identified, and transmitted in accordance with the Project Documentation or as the Engineer may otherwise direct. Where possible and practicable, submittals shall on A4 size paper. Procedures and data shall be submitted to meet the time schedules stipulated in the O&M Documentation and where such time schedules are not specified, to meet the requirements of the approved program

Where applicable, the Contractor shall submit to the Engineer for his review and approval all procedures and data as called for in the Contract documentation or subsequently as required.

Where applicable, the Contractor shall prepare and submit a list of all submittals, required by the Contract or otherwise, showing the forecast date for submission of each item within five (5) days from the start of the Contract. The Contractor shall not allow less than fourteen (14) days for the review of submittals by the Engineer (excluding the time necessary for delivery or postal) and shall cause no delay in the work or the work of any other Contractor.

17.2.2 Method of Submittal

The submittals shall be dated, signed, and issued in sequence numbered transmittals. The transmittal shall include appropriate letterhead and shall fully describe the submittal contents. Submittals are not acceptable from subcontractors, suppliers, or manufacturers.

Each transmittal the Contractor shall state the Document numbers and Specification Sections, Parts, and Paragraphs to which the submittal pertains.