SUBMITTAL REVIEW AND APPROVAL[[1]](#footnote-1)

|  |  |
| --- | --- |
| **Project Title** | Please write here |
| **Contract No.** | Please write here |
| **Employer** | Please write here |
| **Contractor** | Please write here |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Submittal Date** | Please write here | | **Submitted by** | | Please write here | | **Submittal Registration no.** |  |
| **Submittal Type** |  | Shop Drawing |  | As-Built | |  | Report | |
|  | Additional Information |  | Q&M manual | |  | Data | |
|  |  |  |  | |  | Design Calculation | |
| **Submittal no.** | Please write here | | | | |  | New Submittal | |
|  | Resubmittal | |
|  | Additional Information | |
| **Received by** | Name (Employer’s Rep staff) | | | **Actioned by** | | | Name (Employer’s Rep staff) | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No** | **Description of Submittal** | **Documents provided/ format** | **Contract Reference Document** | | **Actions Taken** | | |
| **Spec no.** | **Drawing Sheet no.** | **Review Report**  **(Y or N)** | **Redline Comments**  **(Y or N)** | **Attachment**  **(Y or N)** |
| 1 | Preliminary roof lay out drawings | 3- copies of A3 drawings/hard and soft copy | 4000 | RD-01 | N | Y | N |
| 2 | Topographic Data |  |  |  | Y | N | Y |
| 3 | Geotechnical Report |  |  |  | Y | N | N |

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| --- | --- | --- | --- | --- |
| **Review Status**  Recommended by:  Lead Engineer or Project Engineer | | **Reviewed by** | | **Review Summary Notes** |
|
|  | Approved with reservation  the drawing print scale is not in line with the requirement |  | Architect |  |
|  | Approved for construction |  | Structural |  |
|  | Approved for construction as corrected |  | Electrical |  |
|  | For correction and resubmittal |  | Sanitary |  |
|  | Rejected/ resubmit |  | Mechanical |  |
|  | Other: |  | H&S Expert |  |

#### Issued by the employer’s representative

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

#### Received by the contractor’s representative

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

1. This review and/or approval does not relieve the Contractor of responsibility for full compliance with the Contract Documents. [↑](#footnote-ref-1)