

1. Requirements
 1. Shop drawings and product descriptions
 2. Samples
 3. Operation and maintenance manuals
 4. Drawings to be inserted in file project
 5. Certificates and copies
2. Administrative tasks
 1. Submit to Ministerial representative for verification purposes all required documents and samples in a reasonable delay and following appropriate order so works are not delayed. Lateness does not constitute a valid reason for asking for a prolongation of the contractual period. No requirements to this effect will be accepted.
 2. Works stated in documents or samples to be submitted must not be started before all of them are confirmed.
 3. Check all dimensions taken on site and make sure that works pertaining to adjacent works, being subjected to approval, are coordinated.
 4. On site, keep an approved copy of documents and samples to be submitted.
3. Shop drawings
 1. The expression "shop drawings" indicate drawings, diagrams, illustrations, productivity or performance graphic charts, brochures and other documentation that the Contractor must provide to show in detail part of the work targeted.
 2. Shop drawings must indicate materials to be used and construction methods. Also they must show fixation or anchorages to be used. They must have mounting diagrams, explanatory notes and any other pertinent information needed to do the work. When some components or adjacent works are prescribed related to work to be done, make sure they are well coordinated in tender, no matter which section of adjacent works are provided or installed.
 3. Description. Shop drawings must:
 - 3.1 Indicate the date, the name of subcontractor and details, number of pages and their numbering.
 - 3.2 When asked for, as per certain standards, please indicate.
 - 3.3 Describe all abbreviations or symbols.
 - 3.4 Leave a free space of 60mm x 100mm for stamping and remarks by Ministerial representative.
 - 3.5 Must be very readable: fax will be refused.
 - 3.6 Must contain only information pertinent to the project.
 4. Modification to the shop drawings by the Ministerial representative should not increase price of contract. Should it increase the price, please notify to Ministerial representative, in writing before starting works.
 5. Make changes to shop drawings requested by the Ministerial representative, as per requirements of contractual documents. When re-submitting, notify the Ministerial

representative in writing of all changes made other than the ones required by him.

6. Unless stated otherwise, submit shop drawings in PDF format by e-mail.
7. Allow ten (10) working days to leave time to the Ministerial representative to check submitted documents.
8. When shop drawings are verified by the Ministerial representative and no errors or omission have been found or that there are only minors corrections to be made, the copies will be returned and manufacturing and installation can start. If shop drawings are rejected, the annotated copies will be returned and new corrected shop drawings should be submitted as per mentioned indications, before manufacturing or installation can start.

4.
Identification sheets

1. Contractor must keep one (1) copy on the site and three (3) other copies will be inserted in operation and maintenance manuals.

5.
Samples

1. Submit samples for verification purposes as per requirements of various sections of tender. Label samples, stating their origin and proposed use in performing the works.
2. Notify the Ministerial representative in writing, of all differences in samples in regard to requirements in contractual documents.
3. Modifications made to samples by the Ministerial representative should not increase price of contract. Should it happened, please notify the Ministerial representative, in writing, before starting works.
4. Make changes to samples that could be requisite by Ministerial representative as per requirements of contractual documents.
5. When required, build work samples in an area approved by the Ministerial representative. For these works, coordinate with the Ministerial representative in order to approve the samples on site.

6.
Drawings to be inserted in file
project

1. After contract is awarded, in lieu of drawings to be inserted in the project file, note with care and precision all disparities in regard to contractual documents that are cause by state of premises and changes to be done.
2. Mark placement of concealed components in mechanical and electrical installations.
3. Identify drawings as being "drawing as built, copies for project file", maintain them as new and make sure they are available on site, so the Ministerial representative can validate them.
4. Once works are done and before final inspection, submit to the Ministerial representative all documents inserted in project file.

7.
Certificates and copies

1. Immediately after contract is awarded, submit required certificates to responsible organism for Workmen's Health and Security Welfare, proper construction licenses and copies of insurance policies. All documents must be submitted in three (3) copies to the Ministerial representative.