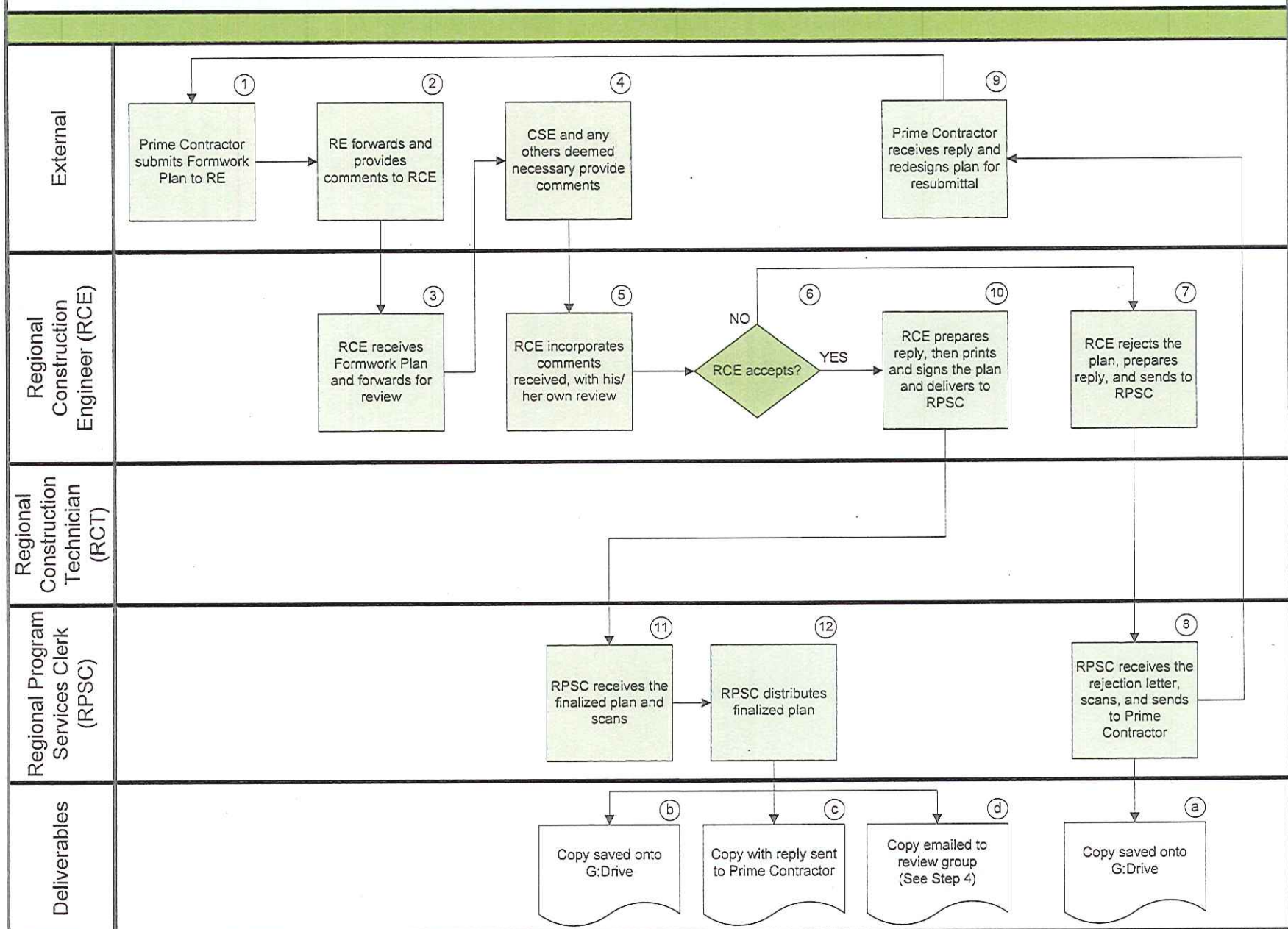


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Formwork Plan Submittal Process



Formwork Plan Submittal Process

Work Instructions

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Prime Contractor submits Formwork Plan to the Resident Engineer (RE)		Prime Contractor submits Formwork Plan to the RE along with two additional copies	This submission may be requested by the RE or required by the contract
2. Resident Engineer (RE) forwards and provides comments to the Regional Construction Engineer (RCE)		RE forwards and provides comments to the RCE	RE should keep in mind that the Prime Contractor shall not work this item until plan approved
3. Regional Construction Engineer (RCE) receives Formwork Plan and forwards for review		RCE receives Formwork Plan and forwards for review to the Construction Structures Engineer (CSE) and any others deemed necessary	
4. Construction Structures Engineer (CSE) and any others deemed necessary provide comments		CSE and any others deemed necessary provide comments	Possible reviewers might be the Project Manager (PM), Construction Safety Officer (CSO), or anyone the Regional Construction Engineer (RCE) deems necessary
5. Regional Construction Engineer (RCE) incorporates comments received with his/her own review		RCE incorporates comments received with his/her own review	RCE must check to make sure that the plan is stamped by a Licensed Professional Engineer (PE)
6. Regional Construction Engineer (RCE) accepts?		If Yes, go to Step 10, If No, go to Step 7	
7. Regional Construction Engineer (RCE) rejects the plan, prepares reply, and sends to Regional Program Services Clerk (RPSC)		RCE rejects the plan, prepares reply with explanation of rejection, and sends to RPSC	
8. Regional Program Services Clerk (RPSC) receives the rejection letter, scans, and sends to Prime Contractor		RPSC receives the rejection letter, scans, and sends to Prime Contractor	
9. Prime Contractor receives reply and redesigns plan for resubmittal		Prime Contractor receives reply and redesigns plan for resubmittal	
10. Regional Construction Engineer (RCE) prints and signs the plan and delivers to Regional Program Services Clerk (RPSC)		RCE prints and signs the plan and delivers to RPSC	

Formwork Plan Submittal Process

Work Instructions

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Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
11. Regional Program Services Clerk (RPSC) receives the finalized plan and scans		RPSC receives the finalized plan and scans into system	
12. Regional Program Services Clerk (RPSC) distributes finalized plan		RPSC distributes finalized plan	
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Copy saved onto G:Drive		Copy saved onto G:Drive in Project Correspondence	
b. Copy saved onto G:Drive		Copy saved onto G:Drive in Project Correspondence	
b. Copy with reply sent to Prime Contractor		Copy with acceptance reply sent to Prime Contractor	
c. Copy emailed to review group (See Step 4)		Copy sent to Regional Construction Engineer (RCE), Resident Engineer (RE), Construction Structures Engineer (CSE), and Construction Headquarters	