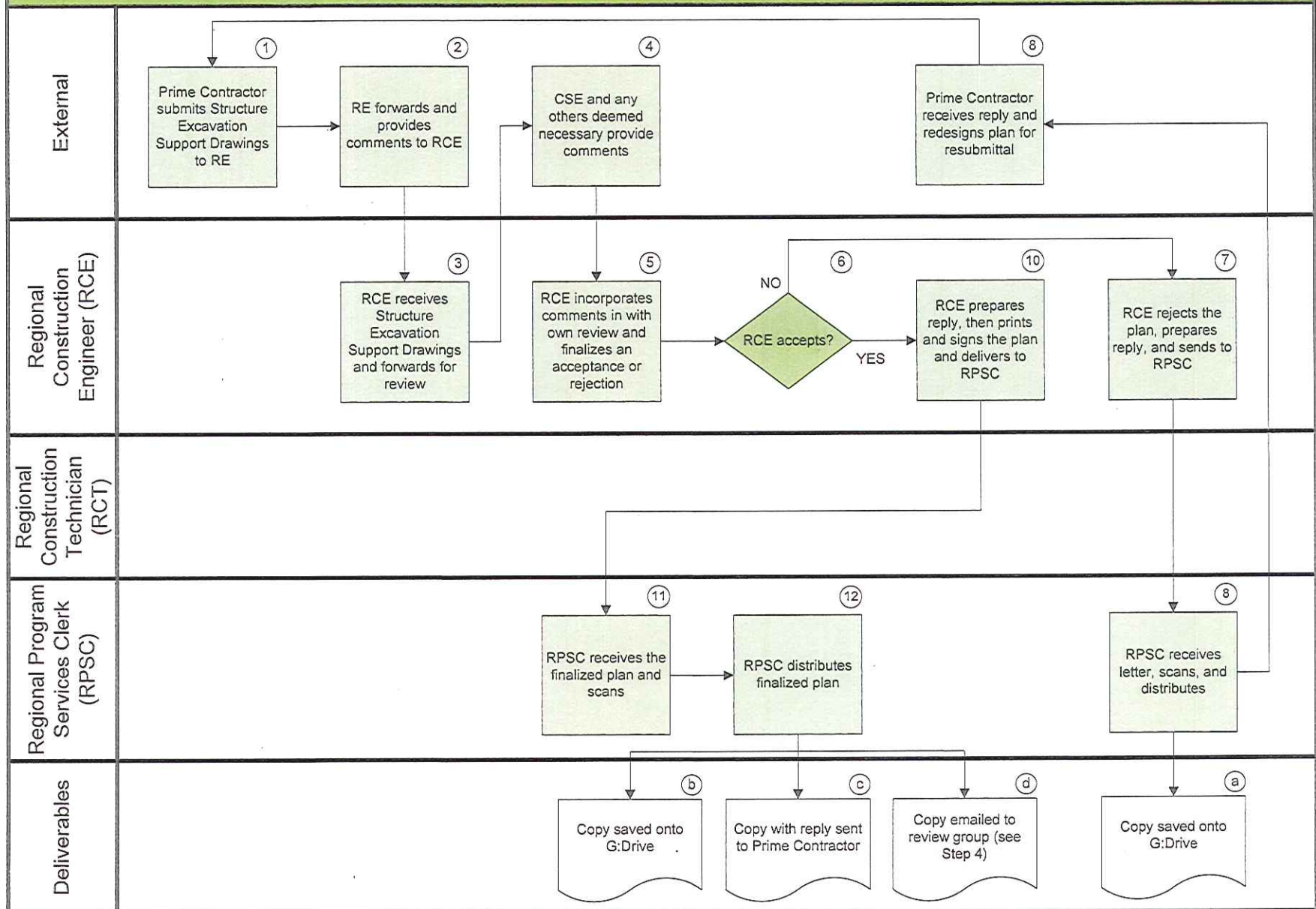


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Structure Excavation Support Submittal Process



Structure Excavation Support 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 Structure Excavation Support Drawings to the Resident Engineer (RE)		Prime Contractor submits Structure Excavation Support Drawings to the RE with two additional copies	RE should keep the Prime Contractor reminded that the submittal must be approved before this Item can be worked on.
2. Resident Engineer (RE) forwards and provides comments to Regional Construction Engineer (RCE)		RE forwards and provides comments to RCE	
3. Regional Construction Engineer (RCE) receives Structure Excavation Support Drawings and forwards for review		RCE receives Structure Excavation Support Drawings 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 in with own review and finalizes an acceptance or rejection		RCE incorporates comments in with own review and finalizes an acceptance or rejection for the contractor	RCE must check to make sure that the plan is stamped by a qualified Licensed Professional Engineer (PE)
6. Regional Construction Engineer (RCE) accepts?		If Yes, go to Step 10 If No, got 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 for resubmittal	
8. Regional Program Services Clerk (RPSC) receives letter, scans, and distributes		RPSC receives letter, scans, and distributes	
9. Prime Contractor receives reply and redesigns plan for resubmittal		Prime Contractor receives reply and redesigns plans and schedule 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	

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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	
b. Copy saved onto G:Drive		Copy saved onto G:Drive	
c. Copy with reply sent to Prime Contractor		Copy with acceptance reply sent to Prime Contractor	
d. Copy emailed to review group (see Step 4)		Copy emailed to Regional Construction Engineer (RCE), Resident Engineer (RE), Construction Structures Engineer (CSE), and Construction Headquarters	