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Our Ref: OM-DO/19

21 September 2012

MEMORANDUM

To : Members of the Staff

From : Loh Fook Yuen

Re : **REVISED SHOP DRAWING STAMP**

A new shop drawing/submittal stamp has been created to replace the existing stamp. The statement in the old stamp is grammatically incorrect and vague on the contractor's responsibilities other than to mention that the Contractor is responsible for all errors/omissions in the shop drawing.

The wording of the new stamp, details the responsibilities of the Contractor concisely, so that both our engineer and the contractor are fully aware of the contractor's responsibilities.

A copy of the existing and new shop drawing stamp is enclosed for your perusal.

This new stamp will be used with immediate effect for the review of either shop drawings or technical submittals of all existing projects. The old stamp will similarly be withdrawn with immediate effect.

LOH FOOK YUEN

cc Notice Board
cc Memo File

LFY/na

BCA ISO 14000 CERT. NO.: 2008/134 SS ISO 14001 : 2004
BCA ISO 9000 CERT. NO.: 324 SS ISO 9001 : 2008
SAC ACCREDITED CERTIFICATION BODY Cert No: QS-1007-02 Member of the IAF MLA for QMS

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Review of this shop drawing / submittal is only to check for general conformance with the specifications and drawings. Comments / corrections made do not relieve the Contractor / Sub-Contractor of his contractual responsibility and from compliance with requirements of the Contract Documents. The Contractor / Sub-Contractor remains responsible for the correctness of quantities and dimensions, selection of materials / equipment, fabrication processes, methods of installation, coordination of work with all other trades and the safe and satisfactory performance of the work.

Review Status:

☐ No Exception Taken
☐ Revise and Resubmit
☐ Revise - No Resubmission Required
☐ Submit Specified Item
☐ Rejected

Reviewed By: _____ Sign: _____

Date Received: _____ Date Returned: _____

NEW STAMP

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The Architect's / Engineer's comments is to review general conformance with the design concept of the installation and general compliance with the design intent of the specifications and drawings.

The Architect's / Engineer's review of this submission does not exonerate the Contractor / Sub-Contractor form any responsibility under the Contract / Sub-Contract terms and conditions. The Contractor / Sub-Contractor shall be responsible for all errors / omissions in this submission and for full compliance with terms and conditions of the Contract / Sub-Contract.

Submission Review Status:

☐ No Exception Taken
☐ Revise and Resubmit
☐ Revise - No Resubmission Required
☐ Submit Specified Item
☐ Reject

Reviewed By : _____ Sign : _____

Date Received : _____ Date Returned : _____

OLD STAMP