**Electrical and ITS Asset Drawing and Data Requirements**

Procedure

ELECTRICAL ASSET MANAGEMENT BRANCH

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D17#877844

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| D | 5 November 2018 | Sharepoint and design reviews removed. | Sharepoint sections |
| E | 16 November 2018 | Standards Team Comments. | various |
| F | 4 November 2019 | Supplier may use own coversheet, coversheet template updated | 5, App. 4 |
| G | 16 January 2020 | Clarification to CDDL requirements | 4.3 |

# SCOPE

This procedure document sets out specific operational requirements and processes with respect to Asset Drawing and Data requirements for Electrical Asset Management and the subsequent handover into maintenance.

# Definitions

| **Term** | **Definition** |
| --- | --- |
| MEAM | Manager Electrical Asset Management |
| PESE | Principal Electrical Standards Engineer |
| PEAE | Principal Electrical Assets Engineer |
| TQ | Technical Query |
| RFI | Request for Information |
| ITS | Intelligent Transport Systems |
| Main Roads | Main Roads Western Australia |
| EAM | Electrical Asset Management |
| ADRL | Asset Data Requirements List |
| CDDL | Contract Drawing and Data List |
| CM | Contract Manager constructing assets for handover to EAM |
| Vendor | A third party supplier of equipment to Main Roads |
| Verification Body | An organisation contracted by Main Roads to establish the trust, accuracy and validity of quality claims, on occasion Main Roads staff may perform this function |
| PM | Project Manager constructing assets for handover to EAM |
| Requisition Package | An official order laying claim to the use of property or materials |
| IOM | Installation, Operation and Maintenance Manual |
| ITP | Inspection and Test Plan |
| ADDL | Asset Drawing and Data List – see CDDL; this is one and the same |

# APPLICABLE DOCUMENTS

## Codes, Standards and Regulations

The following Standards are applicable to technical documentation supplied to Main Roads.

Recognised national, international or industry standards may be offered as an alternative subject to Main Roads approval. Where a standard has been withdrawn or superseded, the nominated version below continues to apply.

|  |  |  |
| --- | --- | --- |
| General | AS ISO 1000:1998 | The International System of Units (SI) |
| Regulatory | AS/NZS 3000:2007 | The Wiring Rules |
| Regulatory | *Electricity (Licensing) Regulations 1991* (WA) | State Electrical Safety Legislation |
| Drafting | AS 1100 Series | Technical Drawing |
|  | AS 1101 Series | Graphical Symbols for General Engineering |
|  | AS 1102 Series | Graphical Symbols for Electro Technology |
| Main Roads | 700 Series Specifications | Main Roads suite of E & ITS Specifications |
| Main Roads | D12#66460, D12#66462, D12#66463, D12#66464, D12#66466, D12#66470 | Design and Drawing Presentation Series |
| Main Roads | D16#271984 | Design Report Guideline |
| Main Roads | D16#287778 | Design Review Guideline |

The content of all codes and standards referenced by the above documents are also applicable.

## References and related Documents

|  |  |
| --- | --- |
| **Document Number** | **Description** |
| D15#595974 | Electrical Infrastructure and Asset Drawing Guidelines |
| D17#731818 | Technical Query and Request for Information Procedure |
| D17#786208 | Electrical and ITS Asset Drawing and Data Requirements Policy |
| D18#204163 | Design Review List – EAM Standards |
| D17#748571 | Handover of Electrical and ITS Assets Procedure |
| D17#744632 | Handover of Electrical and ITS Assets Policy |
| D17#708814 | Asset Data Requirements List |

# VENDOR TECHNOLOGY Documentation

## General

Vendors shall provide documentation in accordance with the Electrical Asset Management (EAM) Asset Data Requirements List (ADRL). In the case of a sub-contracted vendor, the prime contractor is responsible on behalf of the vendor.

Outlined in sections 4.2, 4.8 and 4.8 are the requirements for format and content of the following key documents:

* ADRL – all contracts
* Manufacturer’s Data Report (MDR) – when specified
* Installation, Operating and Maintenance Manual (IOM) – when specified

Final documents shall be included in the MDR and/or IOM as indicated in the ADRL.

Review and/or approval of the contract drawings or documents or acceptance of equipment or tests by Main Roads shall not relieve any contractor, Contract or Project Manager of responsibility.

## Asset Data Requirements List (ADRL)

The listed documentation requirements outlined in the ADRL matrix represents the level of detail needed to ensure adequate vendor documentation review and compliance.

The respective vendor shall review the ADRL and submit their own Contract Drawing and Data List (CDDL), which includes specific documentation titles and numbering. If a single document covers more than one category listed, a single submission may be acceptable, subject to approval by Main Roads. This shall be clearly shown in the submitted CDDL, which will typically be the first document submitted for approval, if not already completed at tender.

The Contract Manager shall provide all the data specified at the appropriate stage in accordance with the requirements of the relevant ADRL. The columns of this tabulation are further explained below:

|  |  |
| --- | --- |
| ADRL Code | This is a code used within Main Roads to identify the document required. |
| Description | Brief description of the document required. |
| No. of Copies | Required number of copies and format required applying to pre-award and post-award documents. |
| Tender | These documents are required as part of the bid. Failure to submit these documents will adversely influence overall bids. |
| For Approval/Final | These documents are required in the designated format and time after issue of any contract award. |
| Main Roads EAM Approval Required | These documents shall be submitted to ElectHandover@mainroads.wa.gov.au |
| Include In | Marked final documents are required to be included in the MDR and/or IOM. These documents shall not be submitted separately unless otherwise specified. |
| Days/Wks After Award | The required delivery period for the submission of documents shall be based on calendar week unless specified. |
| As Constructed | Final copies of the “As Constructed” nominated documents shall be included in the designated IOM/MDR.  |

## Contract Drawing and Data List (CDDL)

A contract specific CDDL (See Appendix 5) shall be submitted within the time stipulated in the ADRL. The CDDL is used to organise and arrange information in a clear and usable manner. In particular, the same codes used across all items of Main Roads supply assists to quickly identify gaps in manuals and to facilitate quick and simple fault finding. It is appreciated that vendors will need to pre-allocate documents numbers before any documents are drafted. Main Roads is aware that changes may take place at the drafting stage and any new or disused tiles and numbers are to be advised at that time via an update to the CDDL. The CDDL should be listed in the same sequence as the ADRL, to facilitate ease of comparison.

The CDDL shall include:

* All specific data submitted after award of Contract;
* The documents listed in the Requisition Package and those called for in the ADRL listed;
* Schedule for the submission of all data, as specified on the ADRL;
* Sorted into alphanumeric sequence based on the ADRL code, listed in the same order as on the ADRL spreadsheet. This means starting at Management/Execution Documents “V” and finishing at “C” Material/Supplier Certificates;
* Where multiple documents under an ADRL code exist, a three digit sequential number is to be assigned to each drawing/document provided under that code. This is the ‘Seq. No.’ third column in the CDDL template.
* Each document to be listed when more than one document is submitted against the simple ADRL code;
* Generic titles not issued and document numbers to be listed as "various";
* Each page numbered and clearly identified; and
* Data considered "Not Applicable" listed (by ADRL code) and include appropriate explanations for any changes which may be as an attachment to the CDDL.

An example of coding may be: 1E + 3P / 4W = 1 electronic file and 3 prints, to be submitted 4 weeks after award. Main Roads preference shall be for all documents submitted for review to be in electronic format.

Originals of design appraisal documents and reviews shall be forwarded upon receipt from the Verification Body and copies to be included in the MDR.

Inspection and Test Records (ITR) shall have individual activities signed off by the relevant inspection parties as agreed in the ITP.

All documents shall be made available in electronic format. Prints requested in the ADRL matrix shall be in the form of a “wet signature” print. “As Constructed” drawings shall be supplied as both electronic and print “wet signature” form.

These documents shall be listed on the CDDL form as required; however, they are not required to be submitted to Main Roads office for review. The Principals inspector at source shall review any certificates/tests prior to incorporation in Manuals, unless otherwise agreed by Main Roads.

## Submission of Documents and Drawings

The list of required documents and drawings shall be agreed at tender or as soon as possible. The Contract Manager shall complete the CDDL included in Appendix 5, in accordance with the agreed ADRL. The CDDL shall be the first document submitted after award.

Each document or drawing shall be submitted with a completed Document Cover Sheet (included in Appendix 4 and drawings are to carry the Main Roads supplied Drawing Decal (included in Appendix 3).

Documentation for review by Main Roads EAM shall include the completed Document Cover Sheet and be submitted to the mailbox ElectHandover@mainroads.wa.gov.au

## Drawings

**Standard Drawings or “Off-the-Shelf” Items**

Drawings provided to Main Roads depicting “Off the Shelf” items or Contract Manager Standard Drawings shall be provided electronically in native CAD and PDF format. The files shall not be corrupt, password protected or electronically restricted in any way.

**Main Roads Contract Specific Drawings**

The Contract Manager shall provide CAD files to Main Roads in AutoCAD format in accordance with Main Roads document D15#595974 ‘Electrical Infrastructure and Asset Drawing Guidelines’. The electronic CAD files shall not be corrupt, password protected or electronically restricted.

For both standard and contract specific drawings, the Contract Manager shall provide a free area on each drawing of 65mm x 95mm dimensions for Main Roads Drawing Decal (Appendix 3). The area provided for this stamp shall be inside the right hand edge of the drawing area and immediately above the Contract Managers title block.

## Documents

All documents shall be submitted bearing the Main Roads document coversheet (Appendix 4).

The format of all Native copies of documents submitted shall adhere to:

* All specifications, data sheets, reports, procedures and other word processed and spreadsheet based documents produced in the following Microsoft Office formats;
* MS Word
* MS Excel
* MS PowerPoint
* Security settings non-restrictive;
* Documents composed of OLE linked files avoided and referenced objects embedded in the master document prior to submittal;
* All databases, indices and registers shall be provided as simple spreadsheets; and
* Images in JPEG format.

Electronic copies of Read-Only documents shall adhere to:

* Printed to PDF format from the source electronic native file versions;
* Scanned / Raster PDF’s are avoided except in exceptional circumstance where approval may be given;
* 1 bit assigned to approved scans not less than 300dpi;
* Avoid security settings and cross-linking; and
* PDF bookmarks to provide structure to large documents is encouraged.

## Installation, Operating and Maintenance Manual (IOM)

**General**

The Contract Manager shall submit manuals for all items of equipment, which require any or all of the activities, Installation, Operation and Maintenance (IOM).

Where applicable, the Contract Manager shall ensure that the manual(s) includes information from their Sub-Contract Managers.

The IOM manuals shall cover all aspects of the described function (i.e. IOM) without reference to other sources of information outside the manual. In order to facilitate use by different groups, the Contract Manager shall divide the manual as far as is practicable into installation and commissioning, operation and maintenance sections.

The final Installation, Operation and Maintenance instructions shall be specifically prepared for the equipment supplied. Instructions pertaining to a ‘typical’ plant are not acceptable unless the supplied equipment is fully in accordance with the ‘typical’ plant described.

When applicable, safety instructions shall be included in the manual. These instructions shall be included integral to the respective operation or maintenance activity.

Only one copy of the final hard copy manual shall be required for submission initially for review. Electronic copies will have been supplied in a staged manner to ElectHandover@mainroads.wa.gov.au

The Contract Manager shall submit the IOM table of contents for Main Roads to review in the event that section(s) of the manual are not complete at the commencement of the reviewing process.

**Components of Equipment Manuals**

|  |  |
| --- | --- |
| **Manual Type**  |  **Contents**  |
| Volume 1 – Installation  | Installation Instructions and Pre-commissioning Checks  |
| Volume 2 – Operations  | Operator’s Instructions/Guide and Commissioning Instructions  |
| Volume 3 – Maintenance  | Preventative and Breakdown Maintenance, Instructions and Spares |

**Installation Instructions**

Installation instructions shall adhere to and include but not be limited to the following stipulations:

* Dimensions and mass of each shipment unit, foundation drawings and drawings showing relationship to other equipment;
* Handling and storage instructions;
* Adequate instructions for satisfactory installation, set out as a logical sequence of steps;
* Details of any special rigging, tools or desirable installation aids or safety devices to be installed or removed;
* Instructions to ensure protection of personnel and equipment during installation;
* Reference levels, datum points, alignment checking procedures, recommended clearances and bolt tension data;
* Calibration methods, where applicable;
* Schedule of initial settings for protective devices and other instrumentation;
* Pre-commissioning checklist;
* Procedure and checklist for long term storage (more than one year), including rust prevention after erection until commissioning; and
* List of consumable requirements such as installation and commissioning spares or installation tools for use during erection and pre-commissioning.

**Operating** **Manuals**

Operating Manuals shall adhere to and include but not be limited to the following stipulations:

* Initial start-up, normal start-up, shutdown, normal operations and emergency procedures Handling and storage instructions;
* Simple overview with arrangement diagrams as well as a trouble-shooting section;
* Safety hazards and procedures documents; and
* Commissioning checklist as well as a test/inspection/run-in checklist.

**Maintenance** **Manuals**

Maintenance Manuals shall adhere to and include but not be limited to the following stipulations:

* Written for tradesman use and cover both preventative and breakdown maintenance;
* Instructions to ensure protection of personnel and equipment during maintenance;
* Recommendations for operator routine checks and monitoring, scheduled preventative maintenance by tradesman at regular intervals and the overhaul of equipment as scheduled or indicated by condition monitoring or above maintenance checks;
* Statutory requirements to be covered where applicable;
* Appropriate use be made of drawings to clarify the text and to ensure a clear understanding of all items of equipment within the Contract Manager’s scope of supply;
* The spare parts section/manual to make use of exploded assembly drawings and identify part numbers, serial numbers, part names and material specifications by use of Bills of Material;
* The spare parts manual to contain a list of construction (erection) spares supplied with the equipment; and
* Relevant pages highlighted showing the actual supplied equipment if the spare parts manual is a composite commercial manual prepared for a number of models.

**Spare Parts Recommendations**

The Contract Manager shall recommend spare parts as per the manufacturer recommendation.

**Presentation and Format**

The electronic version of the manual shall be presented with a single PDF interface. The manual shall be submitted complete with indices and bookmarks with an index structure that reflects the structure of the content of the hard copy manual.

All text in the electronic pdf version shall be searchable.

**Drawings**

Drawings shall be provided as per the following requirements:

* Drawings incorporated in the manuals reduced to metric A3 or A4 size, provided they are legible;
* Drawing of a suitable quality for long term storage with the drawings as prints as required by the ADRL;
* High definition prints on suitable quality paper with mechanical strength and resistance to fading; and
* All drawings larger than A3 folded and placed in A4 plastic sleeves.

## Manufacturer’s Data Report (MDR)

When specified, an MDR shall be prepared to record all aspects of the product's manufacture.

Contract Managers may use their own format providing all information specified hereafter is included.

The MDR shall adhere to and include but not be limited to the following stipulations:

* Contain all the information and documentation requested and defined in the Contract/Purchase Order in particular the ADRL;
* A cover of A4 size;
* A list of contents;
* Individual sections as detailed below in Appendix;
* The MDR shall be provided in an A4 size loose-leaf folder;
* Documents larger than A4 that cannot be clearly reduced folded and inserted in A4 plastic pockets in the relevant section;
* As an alternative to the hard copy described above, MDR’s may be submitted in electronic format with each section/sub section being provided as a scanned “\*.pdf” file;
* The MDR shall consist of sections as shown in Appendix 2. Only those sections that are applicable to the material/equipment supplied shall be included; and
* The list of contents shall clearly state not applicable sections.

Separator sheets shall divide sections of the report. All of the separator sheets shall carry the following information:

* Section letter with the title of the section; and
* Separator sheets not be included in the MDR for those sections which are not applicable.

The contents of each report section, i.e. Section A, Section B etc., shall be inserted directly behind the relevant separator sheets and each document shall be marked with the following:

* + The Contract/ Purchase Order Number
	+ Equipment/material description and item number
	+ Relevant section letter
	+ Page numbers present in each section with numbers running consecutively i.e. A1 to A6, B1 to B16

The MDR shall be progressively compiled during the fabrication, manufacture or supply period and shall be kept up to date by the Contract Manager. It shall be presented to a Main Roads Inspector or an authorised representative for review upon request. QA audits shall be performed on the MDR to ensure compliance to Project technical specifications and that progressive compilation is being maintained.

All documents shall be both complete and originals or legible copies.

The Manufacturer’s Data Report (MDR) shall be submitted to the Purchaser within 14 days from shipment of each individual item of goods.

One copy of the Material Certificates from the MDR shall accompany all material to the Purchaser’s nominated receipt location.

# Decals and Document Cover Sheets

Main Roads will provide the decals and Document Cover Sheets, which shall be utilised to provide the identification details, requested below on all drawings and documents. A description of the use of each decal and Document Cover Sheet is given below:

* Drawing Decal shown below in Appendix 3 affixed to each drawing; and
* A Document Cover Sheet shown below in Appendix 4 attached to all documents.

Projects and vendors may use their own versions of the Document Cover Sheet, providing that it contains as a minimum the information identified in the Main Roads Document Cover Sheet.

# Document Review

Main Roads has a policy of reviewing (not approving) documents. Each Document shall be reviewed and signed off using the decal in Appendix 3. This signed off decal shall provide one of five Review Recommendation status grades:

* C1) Proceed, Submit as “Certified Final”
* C2) Proceed, Change as Noted and Resubmit
* C3) Do not Proceed, Change as noted and Resubmit
* C4) Proceed, submit Certified Final in IOM/MDR
* C5) Information Only – Accepted as Submitted

The review status on a document, nor the approval or lack of approval shall discharge from any obligation or liability to complete the work in accordance with the Contract.

Note that the review recommendation can only be provided with contractual status by the Main Roads Project Manager. Until such contractual status is provided, the review is a recommendation only pending confirmation.

## Proceed, Submit as “Certified Final” (C1)

Documents returned with this status are accepted as certified documents. This shall not release Contract Manager from responsibility for quality and scope of the order. The Contract Manager shall hold these documents for the purposes of inspection verification and for use in their IOM/MDR.

Documents will be allocated code C1 instead of C4, if the certified final documents are to be reviewed as a package by Main Roads prior to accepting the completed IOM/MDR.

## Proceed, Change as Noted and Resubmit (C2)

A document returned with this status indicates that Main Roads has found the document to be deficient in certain aspects.

The Contract Manager shall modify the document in accordance with the comments; resubmit at the next revision level after which Main Roads shall sign it off, as "Accepted as Certified Final" and a copy returned for the Contract Managers use in final dossier material. If the Contract Manager disagrees with any comments or regards them as reflecting changed scope, they shall immediately contact Main Roads and present their proposals, actions etc.

Prior to the return of reviewed documents, any identified deficiencies shall be discussed, resolved and confirmed with the Contract Manager. The document shall be avoided as a communication tool during the modification and resubmittal process. This system will enable the Contract Manager to resubmit the corrected document in a timely manner.

## Do not Proceed, Change as Noted and Resubmit (C3)

A document returned with this status indicates that Main Roads has found the document to be materially unacceptable.

Following the modifying of the document in accordance with the comments, the Contract Manager shall resubmit the document at the next revision level for review.

Prior to the return of reviewed documents, any identified deficiencies shall be discussed, resolved and confirmed with the Contract Manager. The document shall be avoided as a communication tool during the modification and resubmittal process. This system will enable the Contract Manager to resubmit the corrected document in a timely manner.

If the Contract Manager disagrees with any comments or regards them as reflecting changed scope, they shall immediately contact Main Roads and present their proposals and actions. Contract Managers shall not proceed with changes to scope without first receiving written authorisation.

## Proceed, Submit Certified Final in IOM/MDR (C4)

Proceed with Documents/Drawings and submit in Final IOM/MDR. Receiving this review code indicates that the contractor has met all documentation requirements in respect of that document.

## Information Only – Accepted as Submitted (C5)

Acknowledgment returned to the Contract Manager with this status shall indicate that Main Roads has accepted the document for information only.

## As-Constructed Drawings

These shall be provided in accordance with Main Roads document D15#595974 ‘Electrical Infrastructure and Asset Drawing Guidelines’.

# Appendices

|  |  |
| --- | --- |
| **Appendix** | **Title** |
| **Appendix 1** | Asset Data Requirements List |
| **Appendix 2** | Manufacturing Data Report (MDR) Requirements |
| **Appendix 3** | Drawing Decal |
| **Appendix 4** | Submission Document Cover Sheet  |
| **Appendix 5** | Contract Drawing and Data Schedule |

Appendix 1 – Asset Data Requirements List (ADRL)

Please refer to D17#708814 in HPE Records Manager for the ADRL XLS file.

Appendix 2 – Sections of the MDR

**Section A - Inspection release certificate/inspection waiver**

Include a copy of the written “Inspection Release” signed by or on behalf of the Contract Manager. When the equipment/material does not require Contract Manager’s inspection include a copy of the correspondence received from the Contract manager indicating a “Waiver of Contract Manager’s Inspection”.

**Section B - Deviation and concessions**

All deviations and concessions shall be listed and described. Documented evidence of authorised approvals shall be provided behind the listing that has been accepted by the Contract Manager after award.

**Section C – Suppliers certificates of conformance & electrical/mechanical guarantees**

This section shall include all requested certificates of conformity, electrical and mechanical guarantees.

**Section D – Inspection and Test Plans**

**Section E – Third party design and fabrication certificates**

This section shall include all requested third party design and fabrication certificates.

**Section F - Material certificates and material test reports**

This section shall contain a list identifying material certificates/material test reports with their part, piece or item/tag number and is to include a copy of the certificate/reports referred to on the list.

It shall also contain the Supplier drawing number of each part/piece of equipment or the bulk material item number.

If the material certificates/test reports supplied are only partly applicable to the materials used for the construction of the equipment/material, the applicable portions of the certificates/reports shall be marked with an arrow.

**Section G - Certificate of compliance for fabricated items**

This section shall contain certificates of compliance to both the Contract/Purchase Order requirements and the applicable Australian Standards.

**Section H - Non-destructive testing records**

This section shall include a list, map or summary of all the non-destructive testing performed. Reference shall be made to the test locations on the equipment/materials. It shall also include all certificates/reports that are issued for non-destructive testing performed as well as a summary sheet for all non-destructive testing personnel and their qualifications.

**Section I - Reports on repairs**

Copies of reports for all repairs carried out shall be included in this section.

**Section J- Dimensional records**

Record of final dimensional check.

**Section K - Non-Conformance Reports**

Non-conformance reports with Main Roads authorisation as applicable

**Section L - Electrical certificates and reports**

The following shall be included:

* Electrical and electronic equipment certification and other certificates and reports
* Electrical material Statement of Compliance
* All test reports required by the specifications

**Section M - Instrumentation certificates and reports**

The following shall be included:

* Electrical and electronic equipment certification
* All other certificates and reports required by the specification

**Section N - Nameplate or stamping**

If applicable, insert a photographic image, photocopy or a pencil rubbing of nameplate or stamping into this section.

**Section O - Drawings, data sheets and inspection plans**

This section shall include "As Constructed" copies of drawings, approved data sheets, a copy of the approved inspection and a test plan with the appropriate stage inspection endorsement.

**Section P - Miscellaneous certifications, reports and records**

This section shall include all requested certifications, reports, records, and other data not covered by other Sections.

**Section Q - List of parts of equipment/material requiring statutory documentation**

This section shall list the various parts of the equipment/material, which require statutory documentation. The list shall indicate in which section of the MDR the documents are located.

Appendix 3 – Drawing Decal



Figure 1 - Drawing Decal

Appendix 4 – Document Cover Sheet

|  |  |
| --- | --- |
| cid:image001.png@01D116F7.2676FB40 | **ASSET DATA REQUIREMENTS LIST DOCUMENT SUBMISSION COVER SHEET** |
| **DOCUMENTS SUBMITTED TO:** | Head Office - Don Aitken CentreWaterloo CrescentEast Perth WA 6004ElectHandover@mainroads.wa.gov.au |
| **EQUIPMENT NAME AND MAIN ROADS ASSET NUMBER:** |  |
| **PROJECT NAME/CONTRACT NUMBER:** |  |
| **DOCUMENT PACKAGE TITLE:** |  |
| **PROJECT MANAGER CONTACT DETAILS:** |  |
| **DATE OF SUBMISSION:** |  | **TOTAL PAGES SUBMITTED:** |  | **REVIEW URGENCY (DATE REQUIRED):** |  |
| **ADRL CODE** | **DOCUMENT NUMBER** | **DESCRIPTION** | **REVISION** |
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| **Reference or attach a further document list as necessary. This may be the CDDL or “Squad Check”** |
| **REVIEW FEEDBACK (OFFICE USE ONLY)** |
|  |

Appendix 5 – Contract Drawing and Data List (CDDL)



**Contract Drawing and Data List (CDDL)**

|  |  |  |
| --- | --- | --- |
| **Project No**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Revision:**\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Pages:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Contract/Purchase Order:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Supplier Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Supplier Code:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Contract/Purchase Order description:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **DOC/DWG No** | **ADRL code** | **Seq No** | **Doc/DWG Title** | **Initial submittal date** | **MDR/IOM** |
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