

KUSILE POWER STATION

Employer Policies and Procedures

Section 4

Document Management & Communication

Part 3

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1. Document Management

Refer to section 3 in 15.1

2. Correspondence

All correspondence between the Employer and the Contractor and between the Contractor and the Engineer shall be allocated a unique sequential identification number.

3. Contractor's Office

3.1 During the execution of the Works at the Project Site, the Contractor shall maintain a suitable office at the Project Site in the area allocated for that purpose by the Engineer, which shall be the headquarters of the Contractor's Representative and authorised to receive drawings, instructions or other communications or notices under the Contract.

3.2 The Contractor shall maintain, at the Contractor's Project Site office, one complete, up-to-date copy of the Contract and all Contract related documents (including Contractor's Documents, drawings and documents issued by and to the Contractor, Variations, Progress Reports, correspondence, non-conformance reports etc.). Without limitation the Contractor shall maintain at the Contractor's Project Site office one up-to-date copy of all approved shop drawings, product data, samples, and other submittals required of the Contractor. These documents shall be available to the Employer and/or the Engineer at all times.

4. Engineer's Office

During the execution of the Works at the Project Site (and/or at other places, if any, as may be specified under the Contract as forming part of the Site), the Engineer shall establish and maintain an office at the Project Site which shall be authorised to receive drawings or other communications or notices under the Contract. The Engineer's address as specified under the Contract shall, however, be used for all communication until such time as notified otherwise by the Engineer.