

ENGINEERING DIRECTIVE 8/15/2008**CHIEF ENGINEER****Approval of Shop Drawings**

This Engineering Directive modifies the Shop Drawing Approval Procedures contained in Chapter 6 of the MassHighway Bridge Manual – Part I, and is effective immediately.

6.1.3 Approval of Shop Drawings

6.1.3.1 Shop drawings shall be reviewed as expeditiously as possible and returned to the Fabricator. Drawings shall be stamped “Approved”, “Approved as Noted” or “Rejected”.

Drawings shall be stamped “Approved as Noted” if the Reviewer is satisfied that the drawings fundamentally meet the contract requirements and only require limited corrections. Examples of limited corrections include sporadic, minor dimensional errors and shop notes not fully consistent with Standard Specifications or Special Provisions. Prior to stamping the drawings, the Reviewer shall contact the shop drawing detailer via email or telephone to discuss the notes. Drawings stamped “Approved as Noted” shall be considered approved and in final form.

Drawings shall be stamped “Rejected” if the Reviewer finds a nonconformance with the contract requirements, poor quality (legibility, lack of details, lack of notes, contradictory information) or other problems that may lead to shop errors. Only individual sheets with such errors or required modifications shall be stamped “Rejected”. Other sheets may be stamped “Approved” or “Approved as Noted”.

Drawings stamped “Approved” or “Approved as Noted” shall be distributed as promptly as possible to all parties specified in Table 6.1 of the MassHighway Bridge Manual – Part I. It is not necessary to wait for the entire drawing submittal to be approved prior to returning individual sheets.

The Contractor, Fabricator, Designer and Reviewer are responsible for approaching the Shop Detail Drawing submittal, review, approval, and distribution process as a team effort in order to ensure accurate and timely construction of the structure. Towards this end,

- All parties must cooperate and maintain open lines of communication so problems can be quickly addressed and resolved.
- Verbal discussions and agreements are encouraged and should be quickly followed by written confirmation.
- Efforts should be made to expedite information and drawing transmission, including use of email, faxes and electronic file transfer when applicable.
- Requests for Information (RFIs) should indicate the urgency of a reply. The Designer should provide a timely response or acknowledgement (explanation, decision, request for additional information, or estimate of time needed to evaluate), usually within two business days.

The AASHTO/NSBA Steel Bridge Collaboration document G1.1 – Shop Detail Drawing Review/ Approval Guidelines gives general review instructions and an approval checklist that shall be followed when practicable.