



BULLETIN

NUMBER 7 (revised)

April 10, 2014

SUBJECT: 1. Contractor and Consultant Stamps

ITEM 1 Contractor & Consultant Stamps

PLEASE SEE ATTACHED BILINGUAL SHOP DRAWING STAMPS FOR DESIGN CONSULTANTS AND CONTRACTORS ON DTI BUILDING PROJECTS.

IF YOU HAVE ALREADY OBTAINED YOUR STAMP, IT IS AT THE DISCRETION OF YOUR FIRM IF YOU WISH TO CHANGE IT TO THE BILINGUAL FORMAT.

WE APOLOGIZE FOR ANY INCONVENIENCE THIS MAY HAVE CAUSED.

The Buildings Division of the Department of Transportation and infrastructure (DTI) has been working to standardize the stamps used by architects and engineers during the shop drawing review process. More specifically, the wording presented on the stamp varies greatly and is, at times, confusing. This initiative is a result of complaints received by DTI from the construction community. The primary concern was when a stamp contained the option of “no comment”. When this box was checked by a consultant, contractors were concerned with its meaning and stressed that there should always be a comment after a review is completed. After looking into this more closely, we believe that the “no comment” option really meant “not required for review”. This might occur, as an example, if information was provided that did not apply to the specific project or was information that did not require a review by the consultant.

We agree that "no comment" should not be on the stamp however, there are times when material is submitted that is irrelevant or not applicable. When this occurs, the wording of "Not required for review" would be more appropriate and less confusing. It is for this reason that we have decided to standardize the shop drawing stamp to be used by architects and engineers for all DTI Building Projects. Effective April 1, 2014 the attached template must be used when stamping shop drawings for DTI Building projects. You are to use this template and insert your company name where indicated.

Our assessment has also concluded that the stamps used by contractors vary greatly. It is for this reason that we have also standardized the stamp that they are to use. The attached template entitled “Contractor Shop Dwg Stamp” is to be used effective April 1, 2014. Again, the contractor’s name is to be inserted where indicated on the template.

(NAME OF CONSULTANT)
(NOM DE L'EXPERT-CONSEIL)

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|---|--|
| <input type="checkbox"/> REVIEWED
RÉVISÉ | <input type="checkbox"/> REVISE AND RESUBMIT
RÉVISER ET SOUMETTRE À NOUVEAU |
| <input type="checkbox"/> REVIEWED AS NOTED
RÉVISÉ TEL QU'INDIQUÉ | <input type="checkbox"/> NOT REQUIRED FOR REVIEW
PAS REQUIS POUR EXAMEN |

DATE: / /
 Y/A M/M D/J

BY/PAR: _____
REF./RÉF.: _____

THIS REVIEW IS FOR THE SOLE PURPOSE OF ASCERTAINING CONFORMANCE WITH THE GENERAL DESIGN. THIS REVIEW DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY FOR ERRORS OR OMISSIONS IN THE SHOP DRAWINGS OR THE RESPONSIBILITY TO MEET ALL REQUIREMENTS OF THE CONTRACT DOCUMENTS, THE CONTRACTOR SHALL CONFIRM ALL DIMENSIONS AND COORDINATE ALL CONSTRUCTION AND THE WORK OF ALL SUB-TRADES.

CET EXAMEN A POUR SEUL BUT DE VÉRIFIER LA CONFORMITÉ AVEC LA CONCEPTION GÉNÉRALE. IL NE DÉGAGE PAS L'ENTREPRENEUR DE LA RESPONSABILITÉ DES ERREURS OU DES OMISSIONS DANS LES DESSINS D'ATELIER, NI DE LA RESPONSABILITÉ DE RÉPONDRE À TOUTES LES EXIGENCES DES DOCUMENTS CONTRACTUELS. L'ENTREPRENEUR DOIT CONFIRMER TOUTES LES DIMENSIONS ET COORDONNER TOUTES LES CONSTRUCTIONS ET LES TRAVAUX DE TOUS LES CORPS DE MÉTIERS.

(NAME OF CONTRACTOR)
(NOM DE L'ENTREPRENEUR)

- | | |
|---|--|
| <input type="checkbox"/> REVIEWED
RÉVISÉ | <input type="checkbox"/> REVISE AND RESUBMIT
RÉVISER ET SOUMETTRE À NOUVEAU |
| <input type="checkbox"/> REVIEWED AS NOTED
RÉVISÉ TEL QU'INDIQUÉ | <input type="checkbox"/> NOT REQUIRED FOR REVIEW
PAS REQUIS POUR EXAMEN |

DATE: / /
 Y/A M/M D/J

BY/PAR: _____
REF./RÉF.: _____

THIS REVIEW IS FOR THE SOLE PURPOSE OF ASCERTAINING CONFORMANCE WITH THE GENERAL DESIGN. THIS REVIEW DOES NOT RELIEVE THE SUBCONTRACTOR OR SUPPLIER OF RESPONSIBILITY FOR ERRORS OR OMISSIONS IN THE SUBMITTAL, OR OF THE RESPONSIBILITY TO SATISFY THE CONTRACT REQUIREMENTS. TAKING OF SITE DIMENSIONS AT THE JOB SITE IS THE RESPONSIBILITY OF THE SUBCONTRACTOR OR SUPPLIER.

CET EXAMEN A POUR SEUL BUT DE VÉRIFIER LA CONFORMITÉ AVEC LA CONCEPTION GÉNÉRALE. IL NE DÉGAGE PAS LE SOUS-TRAITANT OU LE FOURNISSEUR DE LA RESPONSABILITÉ DES ERREURS OU DES OMISSIONS DANS LES DOCUMENTS PRÉSENTÉS, NI DE LA RESPONSABILITÉ DE SATISFAIRE AUX EXIGENCES DU CONTRAT. LA MESURE DES DIMENSIONS SUR LE CHANTIER EST LA RESPONSABILITÉ DU SOUS-TRAITANT OU DU FOURNISSEUR.