**Drawing Office & Structural Engineering work scope**

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| --- | --- |
| Consultant | Name |
| Date | Date |
| Trade | Trade |

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| --- | --- |
| Brief description of Consultant work | Description of works |
| SCH Contract Number | Order Number |
| Contract  | Contract |
| Order number | Order Number  |

**The scope of works includes (but is not limited to) the following:**

* 1. The Consultant is to follow the guidelines set out in the supplied SCH Drawing Office Manual.
	2. The Consultant is to work to construction issue drawings only unless noted otherwise by SCH.
	3. The Consultant is to raise any RFI’s using the supplied SCH RFI register and forms. Completed RFI forms to be submitted to SCH for processing by the client.
	4. The Consultant is responsible for the following element of works.

Production of 3D model using Tekla/Advanced Steel software. Any deviation from either of the aforementioned software is by written consent from SCH.

Production of preliminary general arrangement drawings for client review

and approval.

Amendments to the 3D model and general arrangement drawings based on comments submitted from the client after review.

Submission of construction issue general arrangement drawings.

Production of fabrication drawing packages. Drawing packages are to consist of the following elements. 1. Assembly drawings. 2. Shaft drawings. 3. Fittings drawings. 4. Cold roll drawings. 5. Lists and NC data exported from Tekla for the previously outlined elements. 6. Bolt lists. 7. Cold roll lists. 8. 3D marking plans. Individual marking plans are to be provided for the main steelwork, bolt locations and cold roll.

* 1. The Consultant is to adhere to the supplied client specification.
	2. The Consultant is responsible for the production of all standard connections based on the loads and specification provided (EuroCodes unless stated otherwise.)
	3. The Consultant is responsible for the population and maintaining of the drawing register for all general arrangement and marking plan drawings produced.
	4. The Consultant is responsible for the timely production of, and submission of as built drawings prior to the final account being settled.
	5. Only SCH management may instruct the subcontractor to deviate from any supplied engineer’s details. Permission to deviate from the supplied engineer’s details must be sought from SCH before carrying out any changes.
	6. Where moment or torsion connections are required, the Consultant is responsible for the production of calculations and designs based on the loads supplied.

Communications

* 1. The Consultant is not to put SCH in disrepute in any way by verbal or written communication. Any issues raised with the project or it’s associations are to be directed to SCH management only.

Documents issued for tender / completion of works.

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| **Drg / Document No** | **Rev** | **Description** |
| SCHF17-15 | - | Drawing Office Manual. |
| - | - | Standard Lifting Hole Detail. |
| SCHF63 | - | RFI Register. |
| SCHF18 | - | SCH Drawing Register. |
| SCHF72 | - | Drawings Received Register. (Client Drawings) |
| - | - | Examples of SCH Assem, Fitting, Shaft Drawings & Lists etc… |
| - | - | Standard SCH Drawing Templates and Logo’s. |
| Drawings and information  |  | Description |
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