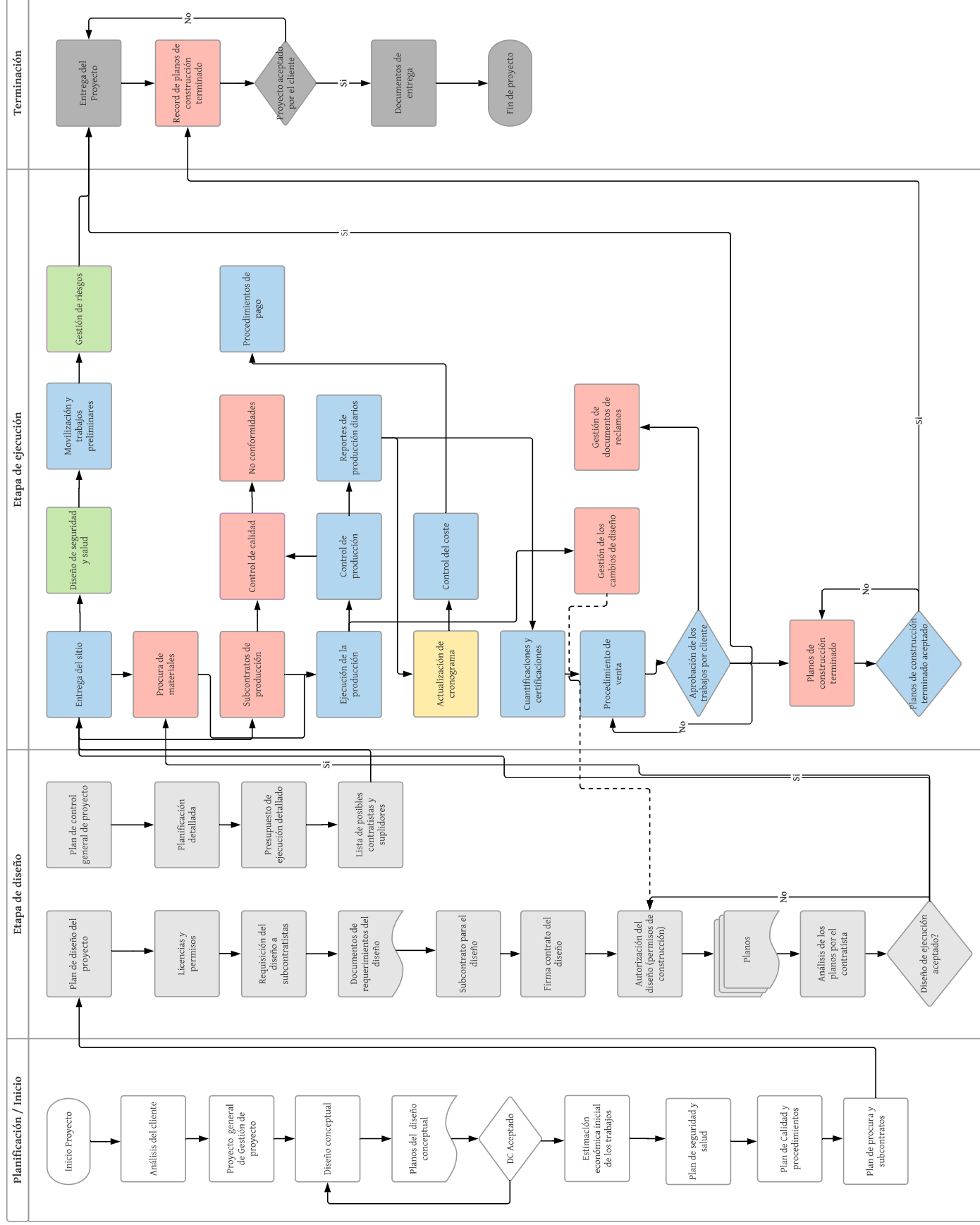
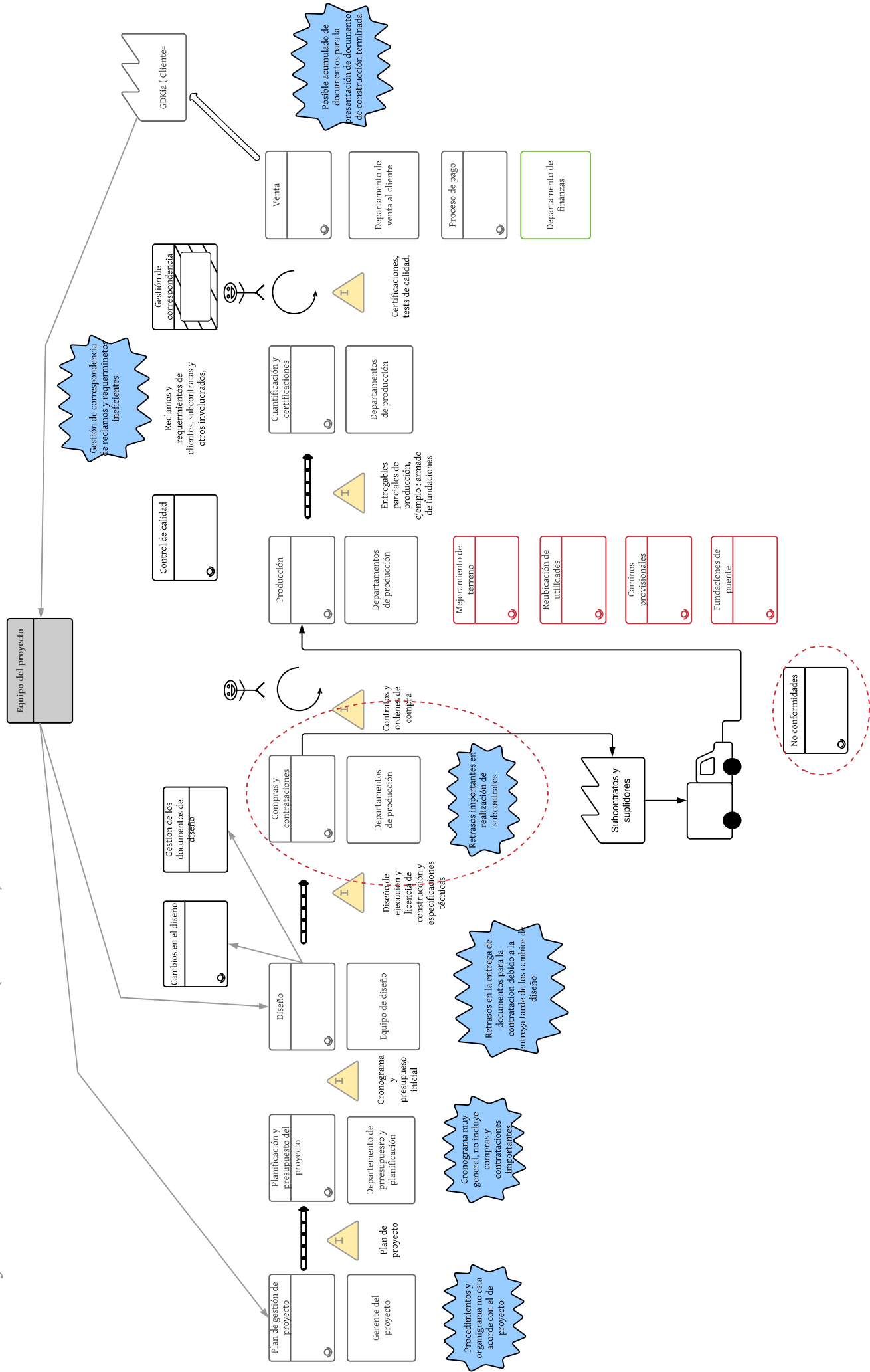


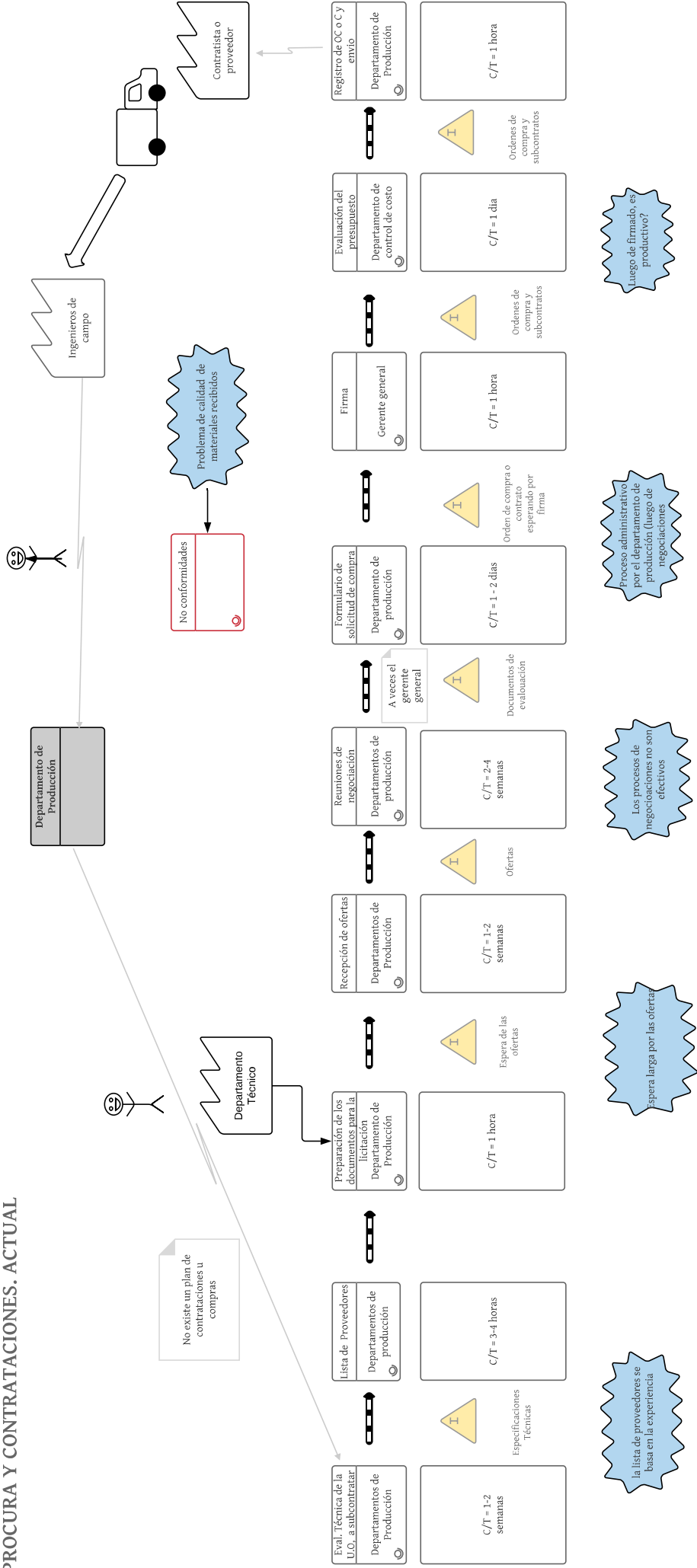
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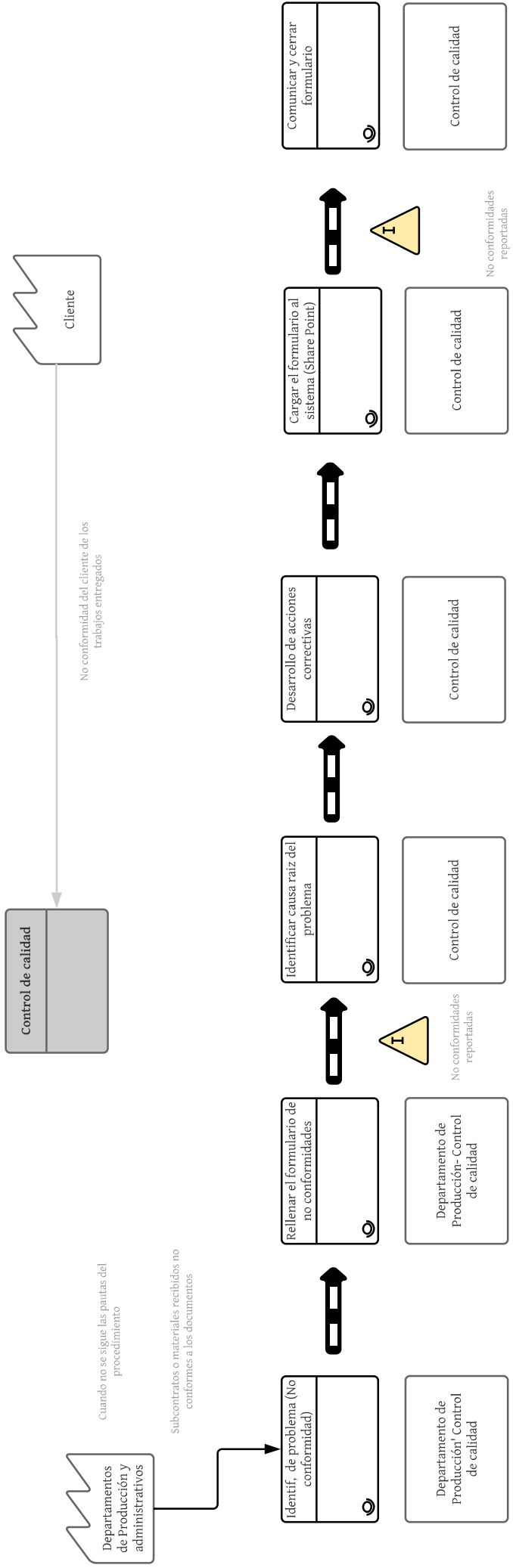
MAPEO FLUJO DE VALOR PROYECTO GENERAL (DIAGNOSIS)



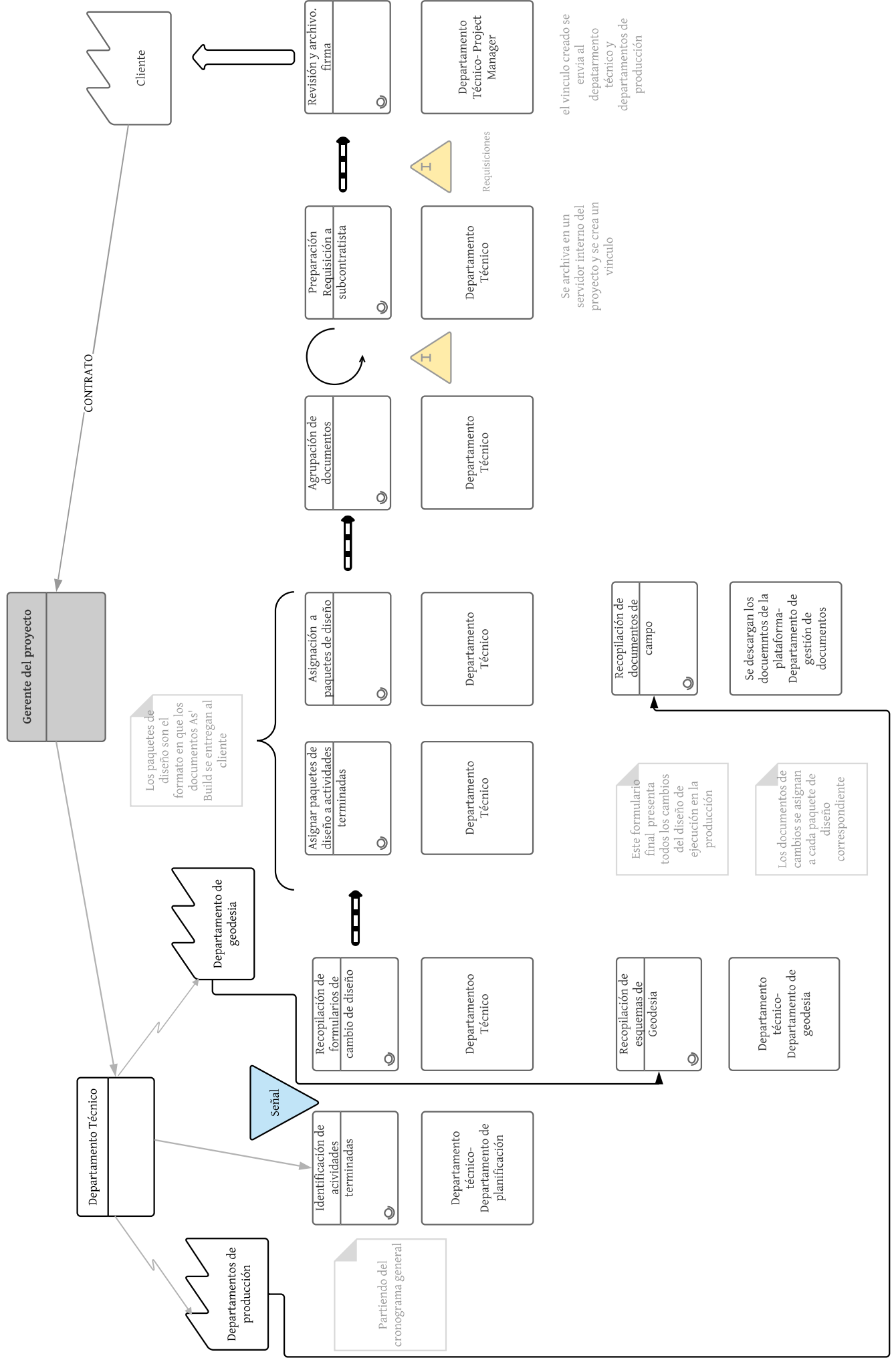
PROCURA Y CONTRATACIONES. ACTUAL



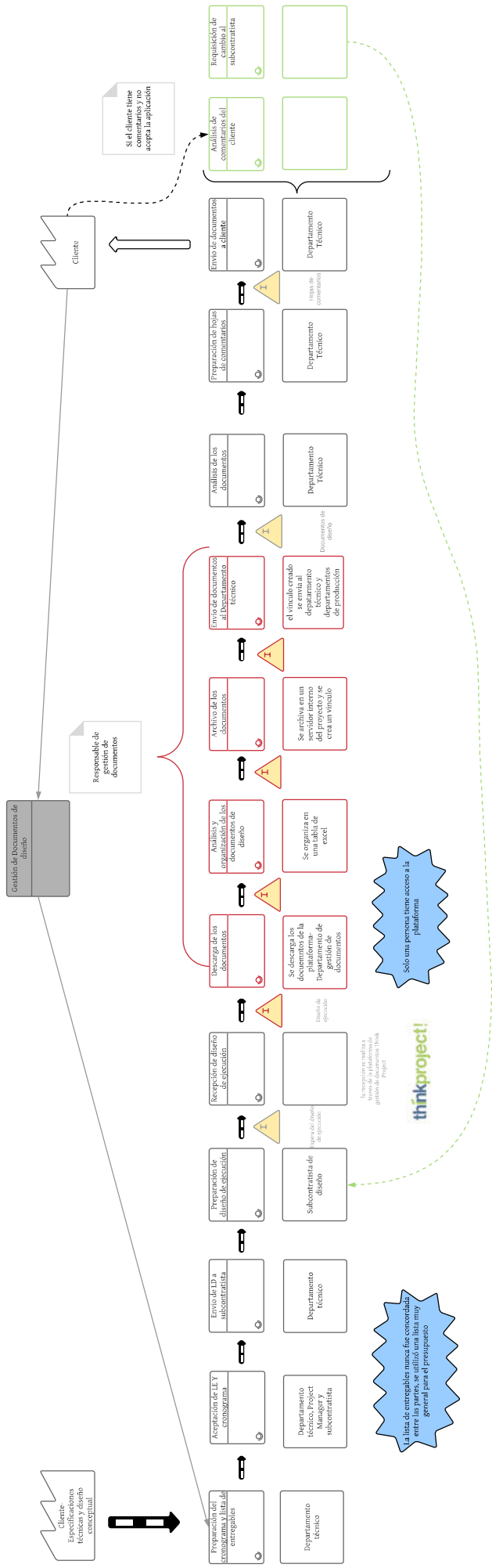
GESTIÓN DE NO CONFORMIDADES / FUTURO



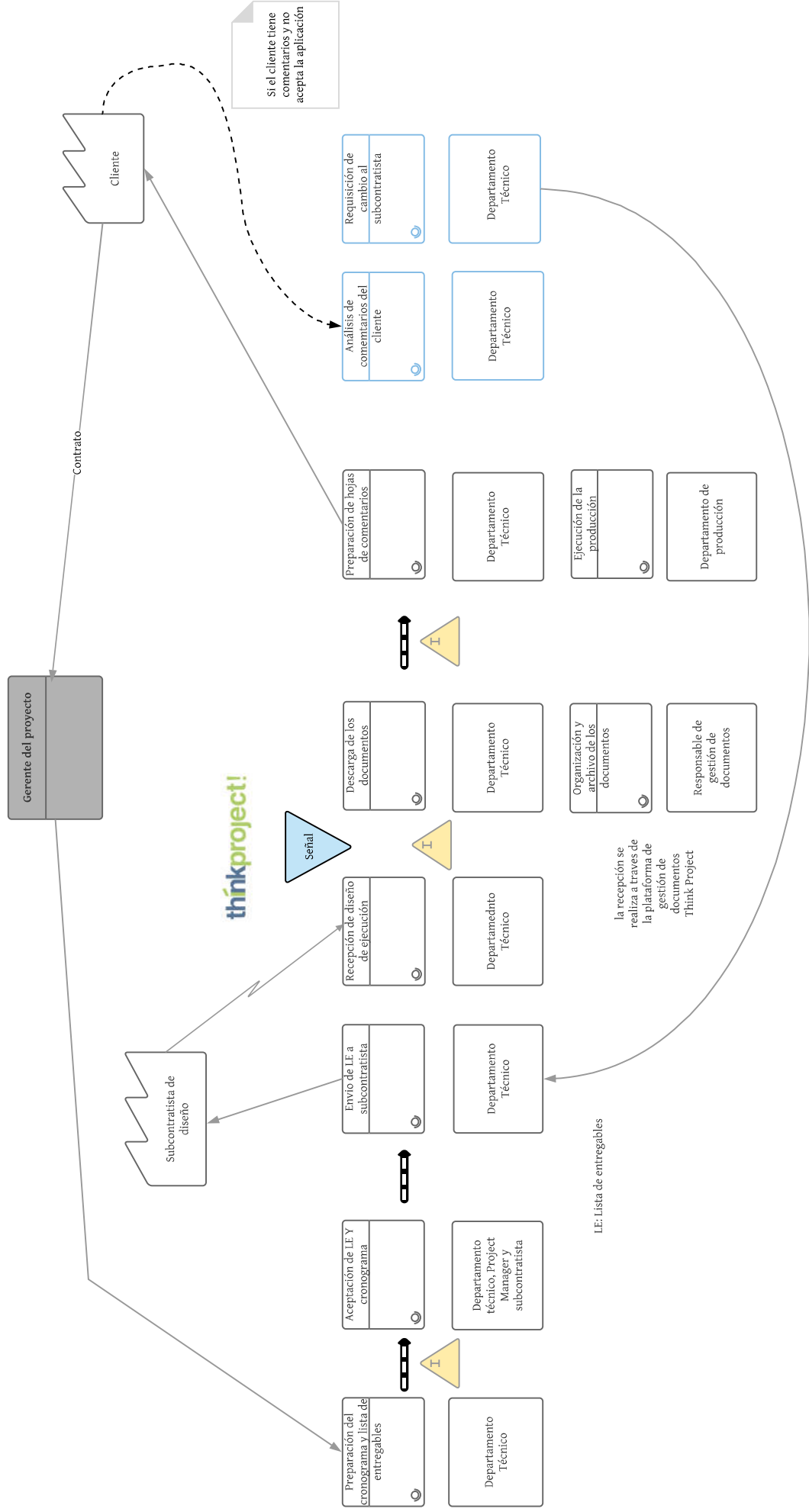
CONSTRUCCIÓN TERMINADA. FUTURO



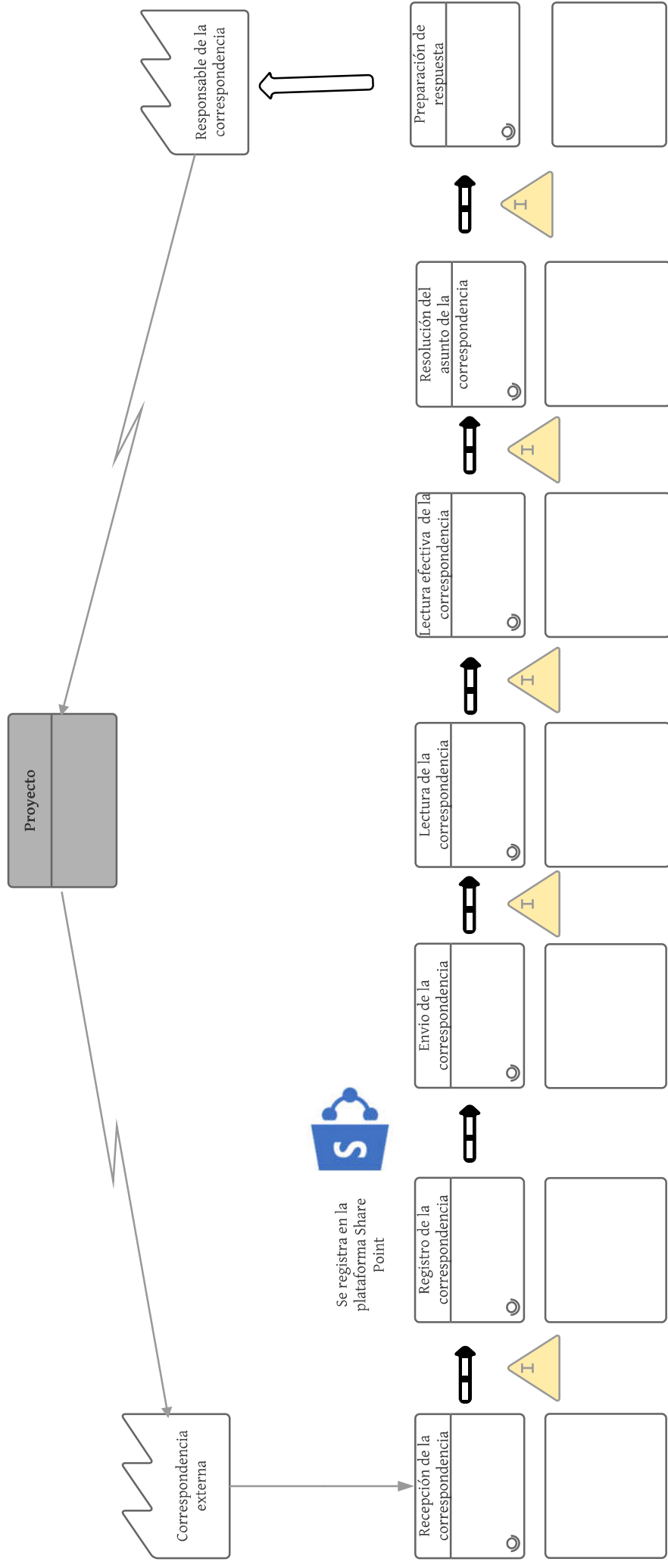
GESTIÓN DE DOCUMENTOS DE DISEÑO - ACTUAL



GESTIÓN DE DOCUMENTOS DE DISEÑO- FUTURO



PROCESO DE GESTIÓN DE CORRESPONDENCIA- ACTUAL



Se registra en la plataforma Share Point

La recepción de la correspondencia la realiza la secretaria tanto en línea como física

Si es correspondencia en línea, se imprime se hace un escaneado y se adjunta

La secretaria envía la correspondencia según su entendimiento a diferentes usuarios

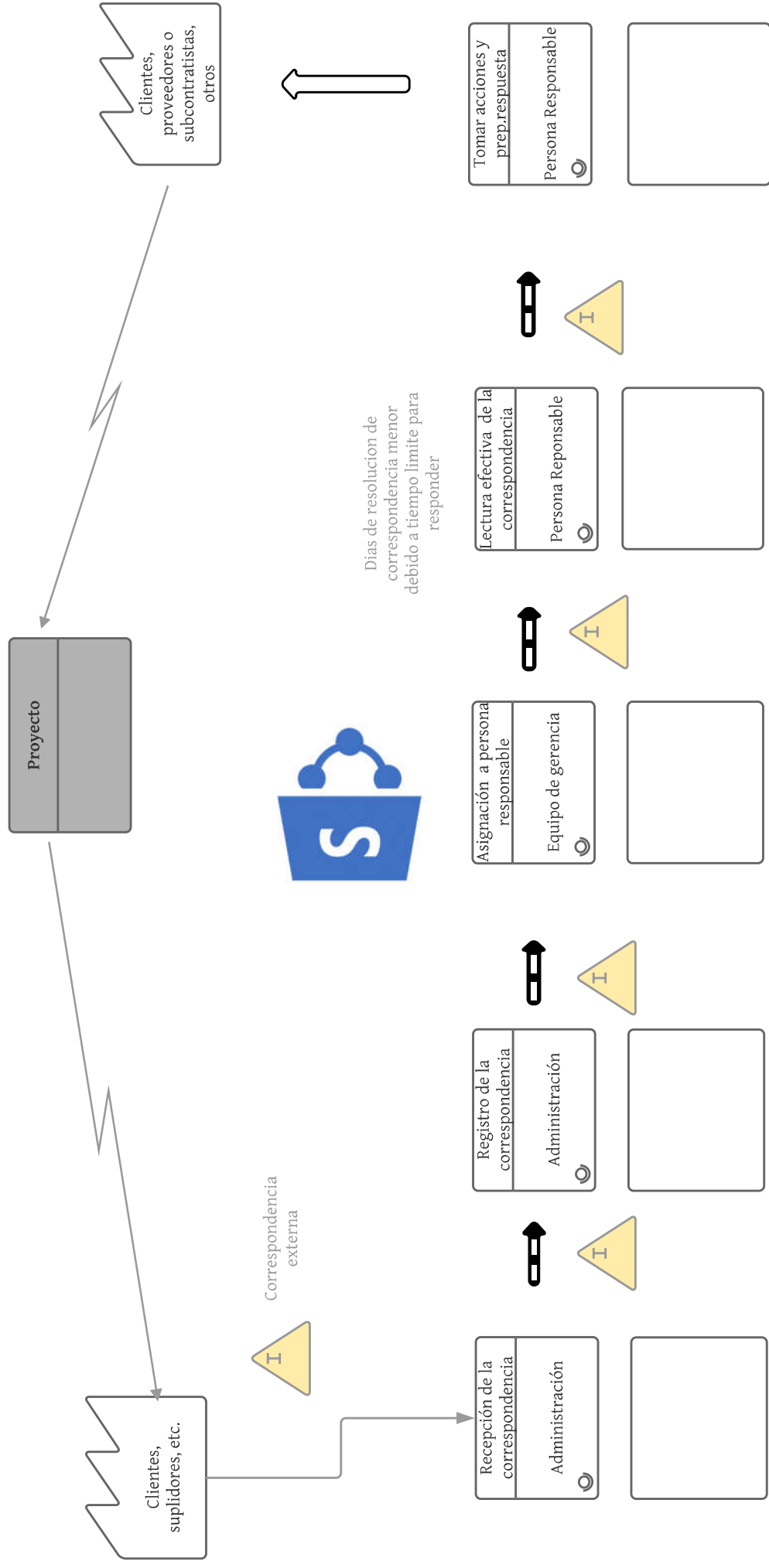
Efectiva se refiere a quien realmente es capaz de resolver el asunto de la correspondencia




Registro y asignación manual

A muchos integrantes del equipo le llegan correos y asuntos que no le corresponden debido a la ineffectiva asignación de correspondencias

A veces la correspondencia no llega al equipo correcto




PROCESO DE GESTIÓN DE CORRESPONDENCIA- FUTURO



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2 PURPOSE

Establish the routines for the procurement of materials, equipment's and services, from the request to the delivery in the place of the work and payment, standardizing the activities to ensure transparency in the processes, in search of better prices and compliance with the requirements of quality, safety and environment, in addition to eliminating activities that do not generate value within this process.

3 SCOPE

This procedure includes the procurement of services and products nationals and internationals in the project Design and Construction of Southern Bypass of Warsaw at S2 Express Way Task-2.

4 REFERENCE

ISO 9001:2015

5 DEFINITIONS AND ABBREVIATIONS

Suppliers List: Official List of the suppliers and subcontractor qualified to work for the project.

Request for price and specification quotation (RQ): document issued by the buyer, in order to obtain a proposal for the supply of product.



Purchase Order (PPW): Contractual instrument issued by the buyer and accepted by the supplier of an order for a purchase of materials.

Supplier: constituted legal person to whom it is addressed the RQ.

Contractor.

Technical Opinion (TQO): Document issued by the productive department to technically recommend a supply proposal if its needed for initiating the activities of final negotiation and issuance of the purchase order or agreement. This document is an inform elaborated by the production department if the procurement department do not have the capacity to choose a supplier in some specific cases like a change in the specifications or proposal,

Client.

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Purchase Request (PQ). Document Name issued by the Production Department that aims to define the scope of supply, identification of materials and services, manufacturing details, inspection and testing criteria, list of quality requirements, which is submitted by the Procurement Department to different proponents in order to obtain proposals for supply.

Tender. a written or formal offer to supply goods or do a job for an agreed price:

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Receiving Inspection Report. Document that records the reception of permanent materials or tools, this reception includes inspections and test when needed.

Progress of works (PPW). Document filled by the Production Department authorized person in order to confirm the development of the contract of services according to the agreement,

Non-conformity report. Document filled by the receiving authorized person for the goods that reports the non-conformities existing in the delivery of the good, described in detail.

Buyer. Means a member of the Procurement Department that deals with procurement process of goods.

Comparison List. document made by the Procurement Department that describes the comparison of technical aspects, quality and prices of the proponents of the RQ.

6 ATTACHMENTS

Technical Opinion (TQO)

Purchase Request (PQ)

Receiving Inspection Report (RIP)




Progress of works (PPW)

Request for price and specification quotation (RQ)

Purchase Order (PPW)

Procurement Flowchart

Value Stream Mapping Procurement Process (VSM)

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7 RESPONSIBILITIES

7.1 PROCUREMENT MANAGER.




The Procurement Manager is the responsible to develop the procurement strategy in order to track and report key functional metrics to reduce expenses and improve effectiveness, the principal roles are:

- Make the procurement planning and schedule according to the project chronogram.
- Participate in the selection of suppliers.
- Evaluation of suppliers.
- Make the authorized list of suppliers.
- Authorize purchase orders by signing.
- Participate in the process of approval of authorization of supply of services (agreements) with the legal department.
- Negotiate with the bidding subcontractors.
- Receive the purchase request.
- Track purchase orders until the final reception
- Control of the reception of materials and services
- Evaluation of the deliveries.
- Distribute the purchase request in his team.

7.2 PROCUREMENT ENGINEER

The procurement engineer is responsible for develop the purchase orders and preparation of all documentation for agreements under the sights of the Procurement Manager.

- Receive the supply requisitions by the Procurement Manager.
- Send the Request for price and specification quotation (RQ) to the selected suppliers.
- Follow up to the RQ.
- Participation in the evaluation of the offers.
- Send technical proposals to the Procurement Manager.
- Coordinate the distribution of documents and file them correctly.
- Market research for new suppliers to add in the formal list of suppliers.

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7.3 PRODUCTION DEPARTMENT

The Production Department or Requesting person is the department that has the need for purchasing and the principal responsibilities are:

- Participate in the selection of suppliers.
- Participate in the procurement planning or schedule.
- Prepare the purchase request with all the technical and specifications documentation attached
- Develop the Progress of works document
- Reception of goods and signing of the Receiving Inspection Report (RIP)
- Preparation of the Non-conformity report (NCR) when needed.
- Participation in the negotiation process of agreements.
- Prepare the Technical Opinion (TQO) when needed.



7.4 QUALITY MANAGER

The Quality Manager participates in the acceptance criteria for selection of suppliers, performance indicators, supplier audit and final approval. The principal roles are:

- Participate in the evaluation of the suppliers.
- Participate in the development of the authorized list of suppliers
- Evaluation of the specifications and quality of materials or services in the Purchase Request (PQ)
- Audit the final deliver of the supplier

7.5 PROJECT MANAGER

The Project Manager is responsible for the authorization of the purchase orders of request *when needed*.

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7.6 COST CONTROL DEPARTMENT

The cost control department is responsible for receiving the Receiving Inspection Report (RIP) Progress of works (PPW) from the Procurement Manager for the final payment, sometimes is responsible for audit the prices in the purchase orders.

7.7 SELLING DEPARTMENT

This department is responsible for get the authorization for the client *of some cases* of:

- Agreements
- Purchase orders.

8 PROCESS

8.1 PROCUREMENT PLANNING



The Procurement Manager must do a procurement planning in the beginning of the project, this plan includes the principal scopes of the project and according to these scopes the Procurement Manager elaborate and strategy that includes:

- List of the biggest of most important purchases like big machinery or agreements for materials.
- *Schedule of purchases based in the master planning of the project.*
- Evaluation of the budget and preparation of a spend forecast data based on experience.
- Evaluation of principal risks like changes in the monetary market.
- Early selling plan to the client about the big agreements or purchases.

This strategy must be signed by the Project Manager and the procurement schedule must be discussed with the Procurement Departments.

Note

The Procurement Department should be informed about all the requirements of the project, as well as be kept informed of any communication between the proponents and the Production Department that could influence the commercial terms.

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8.2 EVALUATION AND AUTHORIZED LIST OF SUPPLIERS

The Production Departments at the beginning of the project make one list of recommended suppliers for the different scopes of the project. The Procurement Manager adds to this list his own recommend list of suppliers by experience, and suppliers and manufacturers who worked before for the contractor on previous projects and proved a level of reliability about to workmanship, capacity and cost efficiency.

The Procurement Manager, the Quality Manager and the Production Departments evaluate this list and develop de List of Approved Suppliers (LAS). This list includes:

- Name of the supplier
- Contact person and contact information
- Technical background
- Products or services for which the vendor was evaluated or monitored
- Financial background

This list is approved by the Project Manager and the Quality Manager.

The suppliers for the project must be previous evaluated and in this list, excepting cases of emergencies.

This list is continuous updated according the needs of the project.



8.3 PURCHASE REQUEST

The Production Department or requesting person prepare the Purchase Request (PR) when have the need for a purchase, the requesting person must fill every field in the form **XXXX**, the request is sent to the Procurement Manager, taking into consideration the time necessary for the activities preceding procurement.

The Purchase Request must have attached all the technical, quality specifications, quantity, tests, etc. in the purchase request.

This purchase request is sent by email to the Procurement Manager and registered in the system.

Procurement Department checks the availability of the requested materials and goods in the warehouse, if the requesting person agrees to use the existing material, the procurement process is ended in that moment.

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If not, the Procurement Manager analyzes the request and estimate a possible cost depending the scope, according to this, the Procurement Manager decide the strategy of Request for Quotation.

The time of the purchasing process must be notified to the requesting person, this time depends of the specialty of the good required.

In case of emergency and small cost purchase, the Production Department can buy the good by its own responsibility, but must notify the Procurement Department in maximum 2 days, to do the appropriate procedure.

8.4 REQUEST FOR PRICE AND SPECIFICATION QUOTATION (RQ)



After receiving the Purchasing request, the Procurement Manager determine the strategy of the purchase of the good, first after analysis of the technical aspects of the request and the analysis of the budget the manager select a group for the (LAS) and assign a buyer for the Request for Quotation Process.

The procurement engineer sends requests for quotation to collect bids, if the budget of the purchase request is over *20,000 PLN the buyer must have offers for minimum 3 vendors.*

If not, these are the other exceptions for not have minimum 3 vendors for the purchase.

- To purchase spare parts or services, directly from the manufacturer of the equipment, to maintain or extend the warranty.
- In case it is demonstrated that there are no other suppliers that offer the required quality, by checking the quality of this technology.
- To acquire goods from suppliers, manufacturers or exclusive commercial representatives, and there is no possibility to use alternative materials.
- When the inability to complete the quotations for a specific material was verified and waiting for new quotes would risk the manufacturing or assembly deadlines.
- In case of periodic purchases of previously acquired materials, in which supplier will grant the same prices.
- In case of consigned materials where there is a contract or agreement with the supplier with established prices.

The Request for Price and Specification Quotation is sent to the vendors with all the documentation needed attached and the form correctly filled.

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8.5 RECEPTION OF OFFERS

The proposals will be received electronically by the Procurement Department and filed in the Procurement Department network.

The deadline for receipt of proposal established in the RQO may be postponed if the Procurement Department deems it necessary.

8.6 BID EXAMINATION AND SELECTION



Once all offers are collected, the Procurement Department examines the bids and prepare an analysis document where the basic information of each proposal is recorded, this basic information includes:

- Proponent's name
- Number and date of proposal
- Prices
- Discounts
- Transportation cost (if applicable)
- Additional costed
- Cost of tests
- Delivery term
- Technical offer
- Alternate technical solutions

The proposals are evaluated by the Procurement Department to determine if they contain the basic technical and commercial information required in the Purchase Request (PR), only after this evaluation will be sent to the Production Department in case it is necessary to request the Technical Opinion document (TQO).

Given the hypothesis of alternative proposals by suppliers that alter the original conditions, and these alternatives are discussed and approved by the Production Department, the corresponding RQO should be re-revised to indicate this alternative, in addition to the technical and economic proposal they should be evaluated. the requirements of the financing bodies.

The obtaining of commercial clarifications and revisions of purchase offers must always be done through the Procurement Department.

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8.7 COMPARISON LIST

After the Bid Examination and Selection, the Procurement Department prepare a tabulation with the prices and the terms offered by the vendors Comparison List (CL) xxx if it's any case the vendor has not bid on a specific item or has not bid at all, these differences are shown in the comparison list, after the comparison list is complete is sent to the Production Department for the final decision.

This decision is made after all the negotiation meetings that the Procurement Manager thinks needed.

If the total cost of the purchase is over 20,000 PLN this comparison list must be approved by the Project Manager before making the purchase order.

8.8 PURCHASE ORDER



After the supplier is selected, the Procurement Manager chooses a strategy for purchasing, or agreement or purchase order

Purchase order.

The Procurement Manager appoints a buyer for the preparation of the Purchase Order (PPW), this preparation includes the complete fill of the document XXX and attach the additional information when necessary and if applicable.

This Purchase Order includes

- Product identification
- Technical Specifications
- Quality requirements
- Documentation requirements
- Dates and timetables
- Payment conditions
- General conditions of supply
- References on specific articles for each supply, such as spare pieces, special situations related to taxes, deviations, etc.
- Inspection instructions, tests, tests, quality plans and applicable standards.

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The purchase order below 20,000 PLN is sign by the Procurement Manager, received and confirmed for the suppliers and then registered in the system.

The purchase order over 20,000 PLN must be sign by the Procurement Manager and in some cases by the Project Manager. If the Project Manager thinks necessary, the order is discussed and approved by the Board. Then sent to the supplier, confirmed and signed it, finally registered.

After the Purchase Order is sent, the supplier must submit the inspection and testing plan to be reviewed by the procurement and quality department and must allow access to the project facilities.

- **Agreements**

When the procurement strategy is to make an agreement, this request must be approved for the Production Department manager and the Project Manager.

The Procurement Manager prepares all the documentation needed and send it to the legal department. The legal department and Procurement Manager develop the contract and conditions with the collaboration of the Production Department.

This process its followed by the negotiation process between both parts, in the negotiation meetings if it's necessary the Production Department and the Project Manager must participate.

Sometimes, if the contract or agreement includes a special or important acquisition, must be negotiated with the board too.




When both parts are agreed, the contract is signed by the supplier, Procurement Manager, legal department and Project Manager.

8.9 DELIVERIES

Upon the delivery to the site, all materials and works are examined by the responsible authorized, this person is responsible for fill and sign the Receiving Inspection Report (RIP) and send it to the Procurement Manager and Production Department implied. The on-site examination entails the comparison of the deliveries with the purchase order.

If the deliver is a service of works, the Production department must fill the document Progress of Works (PW) and send it to the Procurement Manager.

If during an on-site examination, nonconformities are discovered, the authorized responsible must notify the Procurement Department. The Procurement Department must follow the Non Conformity Procedure.




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If during the on-site examination, everything is according to the order or agreement the production departments prepare the Receiving Inspection Report (RIP) and Progress of Works Document and send it to the Procurement Manager, this documentation is evaluated and confirmed by the department.




After this, the Procurement Manager begins the payment process with the Cost Control Department.

Note.




The communication canal between the Supplier and the Project is the Procurement Department, the process associated with the invoice and claims are managed by the Procurement Manager.

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9 FLOWCHART OF PROCESS

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Issued by	
Approved by	
Checked by	

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Prepared by	
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1 PURPOSE

The purpose of this document is to present the system of communication and documentation concerning technical issues flow for The Project : Design and Construction of Southern Bypass of Warsaw at S2 Express Way Task-B.

2 SCOPE

This procedure applies to communication and coordination of design documentation between the project Design and Construction of Southern Bypass of Warsaw at S2 Express Way Task-B and the Designer subcontractor.

3 DEFINITIONS AND ABBREVIATIONS

3.1 GENERAL DEFINITIONS

Project :Design and Construction of Southern Bypass of Warsaw at S2 Express Way Task-B and the Designer subcontractor.



Contractor: The Project Ağır Sanayi İnşaat ve Taahhüt A.Ş. herein after ‘The Project’

Client: The contracting authority (also named: Project’s Work Owner)

Unit: is the department or group that is a part of The Project’s project organization, serving to perform one particular function

Manager: is the head of the department or group that is a part of The Project’s project organization, serving to perform one particular function

Design Subcontractor :The entity which has a contract (as an "independent contractor") with The Project to provide engineering design services on a project.

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Think Project: A browser-based collaboration and document management platform from Microsoft

3.2 ABBREVIATIONS

PM: Project Manager

DDR: Documentation Department Responsible

TD: Technical Department

DS: Design Subcontractor

KNA: Authors supervision Card (Design Change/Revision)

ABs: As built documents



4 GENERAL DESCRIPTION

Communication with the client shall only be held through the designated personnel of Contractor or directly upon approval of the Contractor.

Individual members of Designer will officially communicate with the Contractor, according to correspondence matrix described in the correspondence procedure, On the other hand, any contractual communication should be made only by the Designer's Project Manager.

In order to speed up the process, individual members of Designer's may communicate with their counterparts, representing the same discipline at the Contractor, personally, by phone or by email, as long as the e-mails are recorded in their correspondence database. All issues that require official confirmation shall be officially submitted to the contractor by letter, fax or e-mail but in any case with correspondence number and the hard copy should be also delivered to the Contractor. All contractual communication shall be sent by letter/fax or copied in an email.

The Project has set up browser-based application – SharePoint system for all The Project projects to be used by the members of the team.

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DDR is responsible for copying and updating all relevant information in the platform Think Project and distribute it.

5 RESPONSIBILITIES

Document Control Responsible (DDR): of the individual Project of The Project is responsible for managing the flow of Design documentation, its registration through The Project Think Project and distribution within the project team and transmittal to Designers and Third Parties.

Project Manager (PM): is responsible for final approval of design documents issued by The Project (according the following Table 1_Outgoing correspondence – approval and submission).

Project Manager Team/ Assistant: is responsible for assign action responsible for the issues of the official correspondence based on the PM decisions.

Administrative Assistant: is responsible for the reception and registration of all incoming and external correspondence and assignation of code.

Technical Department Team (TD): is responsible for assurance and control of the correctness of the flow of documentation and management of the process described in this procedure.



6 PROCESS

6.1 GENERAL DESCRIPTION

Documents assigned for execution are classified as is described in the Doc. *DOCUMENT NUMBERING STRUCTURE* no: P-S2WAX-GLP-0-GEN-STR-0001.

Any official technical documents and drawings shall be submitted to the Contractor for approval in electronic form together with the following:

- Transmittal Note - letter with a list of the submitted documents/drawings (number of the document, title, number of copies).
- Package Issue Sheet - detailed content of the package with revision history.

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- Package Comment Sheet - template used for the Contractor's comments after receiving the documents submitted by Designer.

6.2 SUBMISSION OF DOCUMENTS FOR THE PROJECT BY DESIGNERS

Submission of documents for the Project information and approval will be submitted to the Project through DDR in the electronic form Think Project.

All intermediate documents submitted to the Project in the electronic form will be submitted in the PDF format, unless the parties decide otherwise.

The documents submitted to the Project for comments will be submitted together with:

- The previously prepared Comment Sheet in the source format
- The Transmittal Note



The Transmittal Note will also contain a Statement of Designer, in which the designer declares that he performed the verification of the technical accuracy of the content of the documents in terms of: consistency of results with basic data, compliance with requirements of applicable laws and regulations, completeness of the elements contained in the design documents.

Each submitted package of Execution Design will be submitted to the Project together with:

- The Package Issue Sheet in the source format
- The current revision of the documents subject to new approval

DDR is Checking formal requirements, setting document status of “*GP MOSTY DCC checking*” and later downloading from Think Project and storing materials on server (archiving old version of documentation).

After, DDR is preparing and sending to proper recipients e-mail with link to downloaded documents on server, package number, empty issue and comment sheet and setting tags. This emails are sent to the different responsible for proper division including TD and TDM.

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6.3 SUBMISSION OF COMMENTS / APPROVAL OF DOCUMENTS BY THE PROJECT

After the Designer submits the documents for comments/approval, the Contractor will submit their comments, in terms and timings accordingly to contract provision, by the Comment Sheet Form. If examination period of a particular document has been extended, the Designer shall contact the Head of the Discipline/ Responsible Person of the Contractor to resolve the matter. Sending comments to the designer shall only be done through DCC with official correspondence number.

The TD is checking the documents, filling comment sheet and setting response code for each document with cooperation with DDR



TD is sending an e-mail to DDR with information that evaluation is already done and filled comment sheet.

DDR is checking comment sheet (documents codes) and setting status of GP MOSTY checking for each document on Think Project. DDR is also uploading comment sheet on Think Project.

Types of document codes:

- a) 1 - APPROVED – Designer can Issue to GDDKiA/IK and GP MOSTY,
- b) 2 - APPROVED WITH COMMENTS –Designer is oblige to implement comments and after that can issue to GDDKiA/IK and GP MOSTY
- c) 3 - REJECTED – Designer must revise and resubmit documentation for approval to GP MOSTY

Note. Standard time for package check 7 working days

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6.4 TECHNICAL DOCUMENTATION APPROVAL REQUEST TO INVESTOR

Note: It is suggested, that the PM shall agree with Ordering Party/Contract Engineer, preliminarily the transmission of Design Documentation to Engineer for acceptance, the usage of the Form of



When the documents are approved by The Project, the Subcontractor will submit the documents to DCC of The Project, in order to obtain the approval of the Ordering Party. Documentation shall be delivered in the

The PM shall check of the documents received from the designers and he shall affix his signature in the proper space of the title page of all drawings/reports. Then he will forward to DCC of The Project, which will submit Design documentation to the Ordering Party in the approved number of copies.

After the design is transmitted to the Ordering Party with request of acceptance in the deadlines defined in the Contract, it is verified by the Engineer, who appends his eventual comment sent previously together with the drawings.

Comments should be related merely to the Ordering Party's Requirements applied in the Contract and to Polish laws and regulations in force. The number of hard and soft copies (Polish and English) shall be agreed between the Contractor, Subcontractor and the Ordering Party on individual projects (it should be at least as required by the Agreement between The Project and the Ordering Party). Further documents (if any) will also be submitted to the Ordering Party through The Project

The designer after receiving approval or approval with comments from GP Mosty DDR (formal requirements) and GP Mosty (technical verification) sends an application for Approval request with information which documentation wants to submit to Investor (package number, revision, documentation title etc.).

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DDR prepares the Approval request form, registering on Think Project and archive documentation which will be sent with application (Think Project).

Each Request for approval must be signed by the person who is preparing the Request.

Each Request must be signed by Checker.

After receiving all the needed signatures the approval of PM is needed.

The Request for approval, before submitting to Contract Engineer, should be scanned and sent to the DDR and then sent to designer. The administrative assistant add the approval to archive and register delivery report (verse) and setting in register time for answer, by standard 21 days. Handing Approval request to DDR.

The approved execution design is forward it to the Site Department.



6.5 DESIGN CHANGES

If, during construction, some changes need to be incorporated in the approved by the Ordering Party design, the submission and approval process shall be repeated in the form of Modified Design/ Supplement design. The process is described by the following steps.

- Author Supervision Card filled by Contractor (number of KNA is given by contractor Technical Office, section 1 of KN filled by requesting person.
- Documentation will be prepared by Designer (apply to designs prepared by Designer)
- Designer accepts changes and prepare documentation (filing section 2 of KNA)

If the Building permit design change is needed the Designer prepares exchangeable building permit design (following steps according standard procedure). If not:

1. Revised documents are prepared with C” revision.
2. All changes on the drawings have to be preferably red and marked by revision clouds noted with number of revision.

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3. Revision table next to drawing table have to be added in the drawing. Table will contain history of revisions with revision number, KNA number and general description of revision.
4. For each revision of technical description it will be revised especially including list of changed or new documents. Annotation “PARTIAL REVISION” will be used if some of documents from package were not changed during recent revision. Annotation PACKAGE CHANGE” will be used for full revised package (all documents will be replaced by new). In case of package revision update of technical description is obligatory).
 - Submission of revised design and filled KNA to Contractor with electronical version of documentation with scan of KNA and 8 copies of documentation in paper with 8 copies of filled KNA.
 - Registration in site log including number of KNA (KNA + design appendix goes to archive as appendices to site log).

More details and sequence of steps are described in the attached Document: *Procedure of authors supervision.*

6.6 AS BUILT DOCUMENTS



Construction ABs are used to show the finished condition of the work as it was actually constructed and accepted. The as-building task is a usual and important requirement of construction contracts and contract language puts this work upon the contractor.

The process requires that any change that modifies the original design be incorporated by drafting the change upon one set of contract documents earmarked just for that purpose. Generally, changes are recognized or authorized within contract-related documents that are prepared during the course of work. Change documentation may include incorporation of a contractor’s Notices of Change that are acknowledged.

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Regarding the preparation and archive of the As built documents the following steps hast to be followed:



- The contractor prepares the author supervision card
- The authors supervision card is managed like described in the attachment *authors supervision procedure*
- The Designer will review the author supervision card (design update) Plans for legibility and accuracy. During the review process, the Designer and the project must address any discrepancies, resolve any concerns, and establish a schedule for completion of the As-Built Plans. The As-Built set will be completed in a maximum of 45 days from the date the Field Red Lines (Author supervision include in the drawings) Plans are received by the Designer. When the contractor has confirmation that the Designer has received the Field Red Line Plans, they will send an email to Field Reports indicating the date the Designer received the documents. That email will trigger an entry into the Share Point or Thin Project that will be used to document the completion deadline
- As-built documentation will cover design packages issued for construction **and the LOD will be discussed between the contractor and the designer.**
- One set of as-built documentation may cover one or more design packages
- As-built doc. package numbering shell be in accordance with the numbering of the packages issued for construction,
- The Subcontractor is obliged to submit a complete paper copy of documentation for preliminary approval of the contractor and the client.
- After as-built package is returned, the documentation shall be corrected and completed in accordance with received comments within one week.
- Corrected as-built documentation shall be submitted to the contractor up to the moment of its final approval.
- As-built documentation is complete, complies with the polish law and with the General Term & Conditions, point 8.16 and Functional Application Program, point 4.3, pos.2.

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Documents will be submitted in standard form for all packages, pages numbered, copy no 1 for the client archive – sampled, copies no 2, 3 for the operation – in binders).

- Upon the contractor notification to the client of readiness for work acceptance, the client sets the date of handing over committee. Work Handing-over Protocol is signed by both parties.
- Three copies of As-built Documentation (no 1, 2, 3) + electronic version (CD including doc. chapter scans + Conformity Declaration of the electronic & paper version) remains in the client archive, the other 2 copier (no 4, 5) are for the contractor archive.
- Submitted as-built documentation will be recorded in accordance with the agreed LOD list including Handing-over Protocol number.
- For Final Handing-over, the Contractor will prepare all technical and partial handing-over protocols and additional Building Permit As-built Documentation in accordance with the Construction Law in order to obtain Use Permit.

Each modification has to be approved by a signature of the Designer, Site Manager and Building Inspector. On every page of each copy of as-built documentation there should be a signature of the Site Manager and Building Inspector with clause stipulating that documentation is prepared according to the design and modifications. Drawings of the Subcontractor should be also signed by the Designer and Building Inspector.

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7 ATTACHMENTS

7.1 DESIGN DOCUMENTATION FLOWCHART

7.2 AUTHORS SUPERVISION PROCEDURE

7.3 AUTHORS SUPERVISION CARD

7.4 DOCUMENT NUMBERING STRUCTURE NO: P-S2WAX-GLP-0-GEN-STR-0001.

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1 PURPOSE

The purpose of this document is to present the proposed system of communication and documentation flow for Gülermak project ‘‘Design and Construction of Southern Bypass of Warsaw at S2 Express Way Task-B’’. It describes general methods of external and internal communication between personnel designated for communication concerning technical, commercial and contractual issues.

2 SCOPE

The actual document describes the information flow process including the external and the internal exchange of documents and information between departments client and subcontractors from in the project Design and Construction of Southern Bypass of Warsaw at S2 Express Way Task-B.

3 RESPONSIBILITIES



Document Control Center (DDR) : is responsible for managing the flow of Design documentation, its registration through ThinkProject and distribution within Gülermak team and transmittal to Designers and Third Parties.

Project Manager (PM): is responsible for final approval of documents issued by Gülermak

Project Manager Team/ Assistant: is responsible for the assignation of the action responsible of official correspondence issues according to the distribution matrix attached.

Correspondence Action Responsible: is the production/ construction department’s represent ant assigned by the Project Manager to take the actions needed for correspondence issues.

Administrative Assistant: is responsible for the reception and registration of all incoming and external correspondence and assignation of code.

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Project Technical Office Manager (RUT) is responsible for approval of design documentation for designer

Target Group: Document Control Center (DCC), Engineering/Technical Department, Project Manager (PM) and all other discipline leader within a project.

4 DEFINITIONS AND ABBREVIATIONS

4.1 DEFINITIONS

Client: The contracting authority (also named: Project's Work Owner)

Contractor: Gülermak Ağır Sanayi İnşaat ve Taahhüt A.Ş. herein after 'Gülermak'

Designer: The entity which has a contract (as an "independent contractor") with Gülermak to provide engineering design services on a project.

The Project :Unique process consisting of a set of coordinated and controlled activities with start and finish dates undertaken by Gülermak to achieve an objective conforming to specific requirements, including the constraints of time, cost and resources of the following: "Design and Construction of Southern Bypass of Warsaw at S2 Express Way Task-B"

SharePoint :A browser-based collaboration and document management platform from Microsoft



Think Project : is the platform of Documentation Management used for the exchange of documents between the Designer and the Contractor through Document Control Responsible

4.2 ABBREVIATIONS

DCR : Document Control Responsible

MoM: Minutes of Meeting

PFU: Ordering Part Requirements

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PM: Project Manager (Also as known: Head of the Project)

RUT: Project Technical Office Manager

DS: Designer

RFI: Request for Information

VAN: Variation Notice

PMT : Project Manager Office/ Assistant/Team



5 PROCESS

5.1 GENERALITIES

Communication with the Client shall only be held through the designated personnel of Contractor or directly upon approval of the Contractor.

Individual members of Designer will officially communicate with the Contractor, according to correspondence matrix. On the other hand, any contractual communication should be made only by the Designer's Project Manager.

In order to speed up the process, individual members of Designer's may communicate with their counterparts, representing the same discipline at the Contractor, personally, by phone or by email, as long as the e-mails are recorded in their correspondence database. All issues that require official confirmation shall be officially submitted to the contractor by letter, fax or e-mail but in any case with correspondence number and the hard copy should be also delivered to the Contractor. All contractual communication shall be sent by letter/fax or copied in an email.

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Gülermak has set up browser-based application – SharePoint system for all Gülermak projects to be used by the members of the team and the Think Project Platform for the Management of Technical Documents.

DDR is responsible for copying and updating all relevant information into the system and distributing it with accordance to the Appendix.1_ “Correspondence Distribution Matrix”

5.2 COMMUNICATION METHODS



The methods of formal communication between the Client, Designers and third parties include:

- Letter/fax
- Minutes of meetings
- Submission of documents
- Requests for Information (RFI), Variation Notices (VAN), Claims.
- E-mails (with recorded correspondence number)

EE-mail correspondence will always be interpreted as informal correspondence, intended to facilitate routine information exchange. It will not therefore be regarded as contractually binding. However, if an email consists of an official recorded correspondence number (as per this procedure), it will be regarded as an official way of communication.

The documents sent by e-mail for intermediate verification, together with the attached transmittals, shall be regarded as documents submitted for verification/approval. Documents which have been granted final approval for execution shall be submitted in accordance

The administrative assistant will register all incoming correspondence in the SharePoint Correspondence Data Base and distribute it to the designated Project Manager for the acknowledgement and further distribution (specified by the Project Manager Team or assistant) to the rest of Project Team for action/information.

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5.3 COORDINATION MEETINGS AND REPORTS

5.3.1 Meetings

Meetings have to be held for coordination of the activities. The meetings held during the execution of the Project will be planned, and their participants will be informed of the meetings by means of the Project Calendar, SharePoint or the Outlook calendar feature. The participants will also be provided with the agenda of the meeting. The preparation and distribution of the agenda to the invited participants is the responsibility of the party organizing the meeting.

The minutes of the meeting should be drawn up on the day of the meeting or, at latest, on the following day and recorded depending on the nature of the meeting.

- Meetings with the Client
- Meetings with the Subcontractors
- Meetings in the premises of the authorities / utility owner
- Internal meetings



The outcome of the meetings will be recorded in the form of minutes of the meetings and assigned a MoM official sequential number (provided by assistant).

The minutes will be signed by the participants at the end of the meeting and, in this is not possible, the minutes will be submitted to the participants by e-mail for information purposes. The participants may and have a right to submit comments to the minutes within 2 days from their distribution. If necessary, the minutes of the meetings will be redistributed.

Once the Minutes of meeting note is approved and agreed with all the participants, it shall be forwarded to the Administrative assistant for registration and archiving purposes in the SharePoint.

5.4 CORRESPONDENCE

The methods of formal communication between the Client, Designers, third parties and the Project Team include:

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- Letter/fax
- Minutes of meetings
- Submission of documents
- Requests for Information (RFI), Variation Notices (VAN), Claims.
- E-mails (with recorded correspondence number)

E-mail correspondence will always be interpreted as informal correspondence, intended to facilitate routine information exchange. It will not therefore be regarded as contractually binding. However, if an email consists an official recorded correspondence number (as per this procedure), it will be regarded as an official way of communication.

The documents sent by e-mail for intermediate verification, together with the attached transmittals, shall be regarded as documents submitted for verification/approval.

5.4.1 Incoming Correspondence

- The Administrative assistant will receive , scan, attach and register all incoming correspondence in the SharePoint Correspondence Data Base and distribute it to the designated Project Manager for the acknowledgement and further distribution to the rest of the Project Team for action/information.
- The Project Manager Team assign action responsible of the correspondence, and will update the status of the CP in the SharePoint.
- The action responsible will be notified by PMT by an automatic email consequence of the Status update of the CP in SharePoint.
- The action Responsible take actions needed and update the status of the CP in SharePoint.
- The Action Responsible prepares answer CP (if needed).
- Update the Incoming CP status in SharePoint

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5.4.2 Outgoing Correspondence

- The Outgoing correspondence its approved by the PMT and sent to the administrative assistant.
- The Administrative assistant scan, attach and register all outcoming correspondence in the SharePoint Correspondence Data Base and distribute it to the designated Project Manager for the acknowledgement and further distribution to the rest of the Project Team for action/information.
- The outgoing correspondence regarding incoming correspondence issues has to be linked with the IC related.
-

6 TABLE OF ATTACHMENTS

No	Title/Subject	Issuer's Doc.No	Format
1	Project Distribution Matrix	ID of Form	Pdf
2	General Numbering Structure	S-GLP-G-000-PMG-STR-0001	Excel / Pdf
3	User manual of MS SharePoint Platform	ID of Document	Pdf
4	SharePoint Proposal	ID of Document	Pdf

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BRIDGE WORKS – WILANÓW



03.07.2018 MG04-01 - P8P- concreting of pier stage I



04.07.2018 MG04-01 - P9P – formwork of head



05.07.2018 MG04-01 - P3P – reinforcement of strip footing



02.07.2018 MG04-01 - P8L – disassembly of scaffolding



12.07.2018 MG04-01 – P4L concreting of strip footing



12.07.2018 MG04-01 – P3L reinforcement of strip footing



26.07.2018 MG04-01 - P8P – concreting of pier stage II



24.07.2018 MG04-01 - P9P removal of formworks of pier

BRIDGE WORKS – WISŁA



06.07.2018 MG04-02 - P10L - assembly of struts



02.07.2018 MG04-02 - 12P – concreting of strip footing stage



06.07.2018 MG04-02 - P10P – drill hole of pile n0.23



03.07.2018 MG04-02 - 12L assembly of dywidag in props

ROAD WORKS – WAWER



06.07.2018 embankment Ł2 km 0+100 – 0+220 layer1



04.07.2018 soil stripping Wał Miedzeszyński
km 0+000 – 0+180 SP



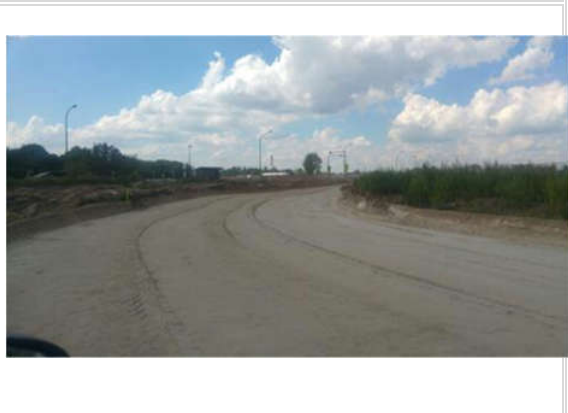
12.07.2018 Ł2 0+120-0+240 – execution of layer of
hydraulically bound mixture



10.07.2018 tank 19A- excavation



20.07.2018r execution of kerb ul. Ogórkowa bis 0+200
– 0+600



24.07.2018r shallow soil strengthening
Ł3 0+450 - 0+540