

TO: ASSISTANT CHIEF HIGHWAY ENGINEER
ALL H.Q. DIRECTORS: Prof. Services, Planning & Major Projects
ALL REGIONAL MANAGERS Prof. Services, Planning & Operations
ALL DISTRICT HIGHWAYS MANAGERS

SUBJECT: SIGNING PRACTICE AND REVIEW OF WORKS CONTRACT DRAWINGS

REFERENCE: Highway Engineering Design Manual

BACKGROUND:

The Ministry has had a standard and practice for signing general design and structural shop drawings for at least 25 years. The latest practice was shown in the Highway Engineering Manual as In-House and Consultant Title Blocks H-1-8 and H-1-9 respectively, dated September 1990. Basically, the main title block of each drawing included three signature spaces; one for the senior designer who prepared the drawing, one for a Branch Director, Regional or District Manager recommending the drawing, and one for the Chief Engineer or Regional Director accepting the drawing for construction. This practice permits senior officials to catch inappropriate general arrangements, layouts or standards with careful review. The principal drawbacks of the practice are that, with the exception of the senior designer, others' signatures do not constitute meaningful review but are a time consuming element in the paper flow. Previous research has also shown that there is little difference in legal liability of senior Ministry officials, whether they sign or not. It was also found that senior officials of other Provincial public bodies and Crown Corporations do not sign design drawings.

PROCEDURE:

The Highway Engineering Design Manual will be revised to reflect the following principles.

1. Title blocks will be limited to working drawings and will show only one signature block for use of the the Senior Designer. Drawing types requiring a Professional Engineer as the Senior Designer will be defined. Professional Engineers may either use the signature space provided or place their seal outside the title block.
2. The first two pages of all but very small contracts, will be the Front Page and the Key Plan Page. The Front Page will have no title block; it will show the Provincial Logo, the Ministry Name, the Project Name, the Contract Number and the Names/Titles (not signatures) of the Chief Highway Engineer or Regional Director. The Key Plan Page will show the Ministry name, a key plan, the drawing index, the contract details including contract type, number, location, length etc. as well as two dated signatures of the Chief Highway Engineer/Regional Director and the Branch Director/Regional Manager. The Key Plan Page may have a title block.

For very small contracts, the Front Page and the Key Plan Page may be combined.
3. The Project Director or Manager will, at the start of each major design phase, identify the important project stages as well as the Ministry official who will review and approve each stage to control the design scope, technical content and quality. A few typical review matrixes will be shown in the Highway Engineering Design Manual for guidance.

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- not signed
as yet
from 12/22/91