



**Heads-up Notice of Impending Bridge Fabrication  
Project Requiring QA Inspections**  
(for bridges fabricated under supply or supply and install contracts)

**Complete this form** for FSR bridges procured through **contract agreements** (not Purchase Orders):

The contract could be a "bridge supply only contract" or a "bridge supply and install contract," issued by the ministry (Operations or BCTS) or a Road Use Permit (RUP) holder;

Immediately after award of the contract, the FLNR contract issuing office (or the FLNR office responsible for administering an RUP if the RUP holder issues a contract) should email both this completed form and a copy of the bridge specifications schedule of the contract to [purchaseordersvictoria@mcelhanney.com](mailto:purchaseordersvictoria@mcelhanney.com) with a copy to Ministry HQ records at [FLNREng.Branch@gov.bc.ca](mailto:FLNREng.Branch@gov.bc.ca). A district or BCTS contract issuing office may prefer to delegate this responsibility to Engineering Group staff, as mutually agreeable.

**Do not complete this form** in the case of FSR bridge fabrication orders that are procured through Procurement and Services Branch (formerly Purchasing Commission). Immediately upon award of the Purchase Order to the successful bidder, Procurement and Services Branch provides a copy of the Purchase Order (containing bridge specifications) by email attachment to McElhanney Consulting Services Ltd.

**Name / Contact Info of FLNR Contracting Office (or RUP holder if Applicable)** (Check only one box below)

BC Timber Sales Office:

Contact Name:  Phone Number:

District Office:

Contact Name:  Phone Number:

Engineering Group Office:

Contact Name:  Phone Number:

RUP Holder:

Contact Name:  Phone Number:

**Bridge Information**

Bridge Structure Number:  Forest Service Road Name:

Bridge Structure Components (Brief Description: span length; superstructure/substructure type & materials, etc.):

**Responsible Ministry Bridge Engineer**

Name:  Phone Number:

**Contract and Contractor Business Office Information**

Ministry Contract Number (or RUP holder's contract no. if applicable and known):

Contractor: (for bridge fabrication)  
Comp. Name:  Contact Name:   
Telephone:  Email:

Sub-Contractor(s): (if applicable for bridge fabrication)  
Comp. Name:  Contact Name:   
Telephone:  Email: