

# SHOP DRAWING/MATERIAL APPROVAL REQUEST

NOTE: ALL ENTRIES WILL BE FILLED IN BY TYPEWRITER OR PEN INK

PROJECT NO: \_\_\_\_\_

FROM:

CONTRACTOR \_\_\_\_\_

CONTRACT NUMBER _____-_____-_____	SUBMISSION NUMBER _____	DATE _____
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MORE FORMS REQUIRED <input type="checkbox"/> NO <input type="checkbox"/> YES	TYPE OF SUBMITTAL <input type="checkbox"/> NEW <input type="checkbox"/> RESUBMITTAL OF # _____	GOVERNMENT USE ONLY
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ITEM NO	SPECIFICATION SECTION AND PARAGRAPH NO	DESCRIPTION OF MATERIAL	AP PROVED	AP PROVED AS NOTED	DISAP PROVED	INT

CONTRACTOR CERTIFIES THAT MATERIALS COMPLY WITH BUY AMERICAN ACT (FAR 52.225-09)

NO OF COPIES TO (US Embassy) _____	BY (NAME AND TITLE) _____	SIGNATURE _____
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COMMENTS

**FOR GOVERNMENT USE ONLY**

US EMBASSY

TO: CONTRACTING OFFICER  
RECOMMEND  APPROVAL OR  DISAPPROVAL AS INDICATED AND SUBJECT TO APPLICABLE COMMENTS ABOVE.

TYPED NAME AND GRADE _____	SIGNATURE _____	DATE _____
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CONTRACTING OFFICER

TO: CONTRACTOR  
1.  APPROVED OR  DISAPPROVED AS INDICATED AND SUBJECT TO ANY APPLICABLE COMMENTS ABOVE.  
2. REQUEST PROMPT RESUBMITTAL OF **DISAPPROVED** ITEMS.

TYPED NAME _____	SIGNATURE _____	DATE _____
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### **CONTRACTOR SUBMITTAL REVIEW PROCEDURES**

The Contractor shall submit to the Contracting Officer for approval THREE (3) copies of all shop drawings as called for under the various headings of the contract specifications. These drawings shall be complete and detailed. If approval by the Contracting Officer, each copy of the drawings will be identified as having received such approval by being stamped and dated. The Contractor shall make any corrections required by the Contracting Officer. If the Contractor considers any corrections indicated on the drawings as constituting a change to the contract drawings or specifications, notice as required under the clause entitled "Changes" will be given to the Contracting Officer. Two (2) sets of all shop drawings will be retained by the Contracting Officer and one (1) sets will be returned to the Contractor.

The approval of the drawings by the Contracting Officer shall not be construed as a complete check, but will indicate only that the general method of construction and detailing is satisfactory. Approval of such drawings will not relieve the Contractor of the responsibility for any error which may exist as the Contractor shall be responsible for the dimensions and design of adequate connections, details, and satisfactory construction of all work.

Deliver Submittals to:

Contracting Officer's Representative