

合同協議	協議特定事項	1. 釋義	2. 工地	3. 工程	4. 工期	5. 合同基礎	6. 價款	7. 質量	8. 分包商的文件	9. 一般責任	10. 保險及約保證	11. 終止	12. 爭議解決	附件
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8. SUB-CONTRACTOR'S DOCUMENTS 分包商的文件

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8.1 Shop drawings 製配圖

The Sub-Contractor shall submit all such shop drawings and other drawings as he is required to prepare under this Sub-Contract to the Client-Contractor for approval in sufficient time as to ensure that no delay to the Sub-Contract Works will be caused.

分包商須提交，他根據本分包合同需製備的所有製配圖及其他圖紙，讓上家承包商有充足時間批准，確保不會導致分包工程延誤。

8.2 Construction method statement and programme 施工組織設計及進度計劃表

8.2.1 Within 7 days after the Sub-Contract Award Date, the Sub-Contractor shall submit his proposed method statement and programme showing his intended method, stages, sequence and time for proceeding with the Sub-Contract Works for checking and approval by the Client-Contractor. The Sub-Contractor shall carry out the Sub-Contract Works in accordance with the approved method statement and programme.

8.2.1 在分包定標日後7日內，分包商須提交，他建議的施工組織設計及進度計劃表，說明進行分包工程的預定方法、階段、次序及時間，以供上家承包商審核及批准。分包商須根據獲批准的施工組織設計及進度計劃表進行分包工程。

8.2.2 If during the course of this Sub-Contract special circumstances should arise which in the opinion of the Client-Contractor warrant or necessitate a revision of the approved method statement and programme, then the Sub-Contractor shall accordingly so revise his method statement and programme as the Client-Contractor may require and submit the revised method statement and programme within 7 days of being notified by the Client-Contractor that such a revision is required.

8.2.2 如在本分包合同期間出現特別情況，而上家承包商認為有理由或必需修訂獲批准的施工組織設計及進度計劃表，分包商須按上家承包商的要求修訂施工組織設計及進度計劃表，並在上家承包商通知需要修訂的7日內，提交修訂後的施工組織設計及進度計劃表。

8.2.3 The submission to and approval by the Client-Contractor of the method statement and programme (including revisions) shall not relieve the Sub-Contractor of any of his duties or responsibilities under this Sub-Contract.

8.2.3 施工組織設計及進度計劃表（包括修訂）向上家承包商的提交及獲其批准，不會免除分包商在本分包合同的任何職責或責任。

8.3 Progress reports 進度報告

8.3.1 The Sub-Contractor shall submit the following progress reports in reasonable number of copies in the pre-approved format to the Client-Contractor regularly until 14 days after substantial completion of the whole of the Sub-Contract Works and as and when work is carried out during the Defects Liability Period:

8.3.1 直至整個分包工程充份竣工後14天，或在保修期內有工作時，分包商須以合理的套數，按預先批准的格式，定期向上家承包商提交以下的進度報告：

(a) daily reports to be submitted on the working day following the day recorded and showing a record of labour employed on site under each trade, plant on site, materials delivered to site, and the weather throughout the day, and other information as may be instructed by the Client-Contractor;

(a) 每日報告，於記錄當日之下一個工作天提交，載列每個工種在工地聘用的工人、工地機械、運送至工地的物料、當天整日的天氣、以及上家承包商指示的其他資料；

(b) weekly reports to be submitted on the first working day following the week recorded and describing in detail the progress of the Sub-Contract Works, any deviations from programme, reasons for actual or expected delays or disruptions, proposed actions to overcome the delays or disruptions, any claim for extension of time, testing and inspection carried out, list of Client-Contractor's instructions received, list of confirmations of oral instructions issued, outstanding information required, and other information as may be instructed by the Client-Contractor; and

(b) 每周報告，於所記錄的星期後第一個工作日提交，詳細說明分包工程的進度、是否偏離進度計劃表、實際或預期延誤或干擾的理由、克服延誤或干擾的建議行動、延長時間的申請、進行了的試驗及檢查、上家承包商發出的指示清單、口頭指示確認清單、所需的欠缺資料、以及上家承包商指示的其他資料；及

(c) progress photographs attached to the weekly reports.

(c) 進度照片，附於每周報告後。

8.3.2 If a Clerk of Works or other authorized representative of the Client-Contractor is employed on site, the progress reports shall be submitted for checking and signing by the Clerk of Works or the said representative of the Client-Contractor before the duplicates of the signed copies are distributed.

8.3.2 如工地上有工程監督或上家承包商的其他獲授權代表，進度報告必須提交予工程監督或該上家承包商代表核對及簽署，才可分發已簽署文本的副本。

8.4 As-built records 竣工記錄

Within 14 days after the completion of a Sub-Contract Works Section, the Sub-Contractor shall submit two sets of prints and one set of electronic files stored on suitable media of as-built records for use by the Client-Contractor, and shall additionally submit as-built records in accordance with any relevant statutory or other requirements. If there is any Variation during the Defects Liability Period, revisions to the as-built records shall be made and submitted as soon as the Variation is carried out.

分包工程分部竣工後14日內，分包商須提交竣工記錄的印件兩份及儲在適當媒體的電子檔案一套，供上家承包商使用，並須根據相關法例或其他規定提交額外的竣工記錄。如在保修期內有任何變更，竣工記錄必須在進行變更後修訂及提交。