

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. 保險履保及約證	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 are caused.

### 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 time, method, sequence, stages and order of 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.

8.2.2 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.

8.2.3 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.

### 8.3 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/practical completion of the whole of the Sub-Contract Works and as and when work is carried out during the Defects Liability Period:

- (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;
- (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

(c) progress photographs attached to the weekly reports.

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

#### **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 electronic file in 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.

分包商的文件 (last edited 2011-05-19 14:18:32 by KCTang)