Submittal Approval Report

Drawings, materials and documents
from submission to approval.



Sample Project

Client: Urban City

PREPARED & SUBMITTED BY

SP Consultant

in Joint Venture with USF Consultants
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ISSUE

November 2026

Submittal Approval Report

Sample Project · Urban City · CW-2026-031 · Data date 2026-10-31 · Prepared by C. Supervisor

TOTAL SUBMITTALS	APPROVED (A + B)	UNDER REVIEW	REVISE & RESUBMIT	REJECTED
13	10	2	1	0

OVERDUE REVIEW	CONTRACTOR	CONSULTANT	REVIEW PERIOD
2	Main Contractor LLC	SP Consultant	14 days

PROJECT INTRODUCTION

PROJECT NO.	001	PROJECT	Sample Project
CLIENT	Urban City	LOCATION	Sample City
CONTRACT NO.	CW-2026-031	CONSULTANT	SP Consultant in joint venture with USF Consultants
START DATE	10 July 2026	COMPLETION DATE	26 November 2026
REPORT DATE	8 November 2026	STATUS DATE	31 October 2026

Sample Project is being carried out for Urban City at Sample City under contract CW-2026-031. It started on 10 July 2026 and is due for completion on 26 November 2026. This Submittal Approval Report sets out the position at 8 November 2026 and has been prepared by SP Consultant in joint venture with USF Consultants.

Submittal Breakdown

BY REVIEW CODE

Under Review	2
Code A — Approved	8
Code B — Approved as Noted	2
Code C — Revise & Resubmit	1

BY DISCIPLINE

Roads & Infrastructure	6
Civil	3
HSE	1
Electrical	3

Submittal Details

SUB-001 CODE A — APPROVED ROADS & INFRASTRUCTURE

DESCRIPTION

Construction programme (baseline)

TYPE / REV	SUBMITTED / RETURNED	TURNAROUND / STATUS
Technical Data · Rev B	2026-07-18 → 2026-07-24	6 days · Returned in 6 days

SCANNED COPY

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REVIEWER

B. Engineer

REMARKS

Approved

SUB-002 CODE A — APPROVED CIVIL

DESCRIPTION

Quality assurance and quality control plan

TYPE / REV	SUBMITTED / RETURNED	TURNAROUND / STATUS
ITP / QC Plan · Rev A	2026-07-18 → 2026-07-25	7 days · Returned in 7 days

SCANNED COPY

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REVIEWER

J. Materials

REMARKS

Approved

SUB-003 CODE B — APPROVED AS NOTED HSE

DESCRIPTION

Health, safety and environmental plan

TYPE / REV	SUBMITTED / RETURNED	TURNAROUND / STATUS
ITP / QC Plan · Rev A	2026-07-18 → 2026-07-23	5 days · Returned in 5 days

SCANNED COPY

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REVIEWER

H. Safety

REMARKS

Approved as noted: comments to be shown on the next revision

SUB-004 CODE B — APPROVED AS NOTED ROADS & INFRASTRUCTURE

DESCRIPTION

Traffic management plan, stages 1 to 3

TYPE / REV	SUBMITTED / RETURNED	TURNAROUND / STATUS
ITP / QC Plan · Rev B	2026-07-20 → 2026-07-27	7 days · Returned in 7 days

SCANNED COPY

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REVIEWER

B. Engineer

REMARKS

Approved as noted: comments to be shown on the next revision

SUB-005 CODE A — APPROVED ROADS & INFRASTRUCTURE

DESCRIPTION

Method statement: earthwork and embankment

TYPE / REV	SUBMITTED / RETURNED	TURNAROUND / STATUS
Method Statement · Rev A	2026-07-28 → 2026-08-03	6 days · Returned in 6 days

SCANNED COPY

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REVIEWER

B. Engineer

REMARKS

Approved

SUB-006 CODE A — APPROVED CIVIL

DESCRIPTION

Material: RCC storm drain pipes 600-1200 mm

TYPE / REV	SUBMITTED / RETURNED	TURNAROUND / STATUS
Material Submittal · Rev A	2026-08-05 → 2026-08-11	6 days · Returned in 6 days

SCANNED COPY

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REVIEWER

J. Materials

REMARKS

Approved

SUB-007 CODE A — APPROVED CIVIL

DESCRIPTION

Concrete mix design C25 for inlets and manholes

TYPE / REV	SUBMITTED / RETURNED	TURNAROUND / STATUS
Material Submittal · Rev B	2026-08-10 → 2026-08-17	7 days · Returned in 7 days

SCANNED COPY

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REVIEWER

J. Materials

REMARKS

Approved

SUB-008 CODE A — APPROVED ROADS & INFRASTRUCTURE

DESCRIPTION

Aggregate base course source and gradation

TYPE / REV	SUBMITTED / RETURNED	TURNAROUND / STATUS
Material Submittal · Rev A	2026-09-01 → 2026-09-08	7 days · Returned in 7 days

SCANNED COPY

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REVIEWER

B. Engineer

REMARKS

Approved

SUB-009 CODE A — APPROVED ROADS & INFRASTRUCTURE

DESCRIPTION

Asphalt binder course job mix formula

TYPE / REV	SUBMITTED / RETURNED	TURNAROUND / STATUS
Material Submittal · Rev B	2026-09-20 → 2026-10-02	12 days · Returned in 12 days

SCANNED COPY

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REVIEWER

B. Engineer

REMARKS

Approved

SUB-010 UNDER REVIEW ROADS & INFRASTRUCTURE

DESCRIPTION

Asphalt surface course job mix formula

TYPE / REV	SUBMITTED / RETURNED	TURNAROUND / STATUS
Material Submittal · Rev A	2026-10-15	— · 14 days overdue

SCANNED COPY

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REVIEWER

B. Engineer

REMARKS

Under review by the Resident Engineer

SUB-011 CODE A — APPROVED ELECTRICAL

DESCRIPTION

Traffic signal controllers and poles (technical data)

TYPE / REV	SUBMITTED / RETURNED	TURNAROUND / STATUS
Material Submittal · Rev A	2026-08-15 → 2026-08-26	11 days · Returned in 11 days

SCANNED COPY

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REVIEWER

T. Traffic

REMARKS

Approved

SUB-012 CODE C — REVISE & RESUBMIT ELECTRICAL

DESCRIPTION

Shop drawings: signal pole foundations

TYPE / REV	SUBMITTED / RETURNED	TURNAROUND / STATUS
Shop Drawing · Rev A	2026-10-10 → 2026-10-21	11 days · Returned in 11 days

SCANNED COPY

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REVIEWER

T. Traffic

REMARKS

Foundation depth to be revised for rock (see RFI-004)

SUB-013 UNDER REVIEW ELECTRICAL

DESCRIPTION

LED street light poles and luminaires

TYPE / REV	SUBMITTED / RETURNED	TURNAROUND / STATUS
Material Submittal · Rev A	2026-10-26	— · 3 days overdue

SCANNED COPY

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REVIEWER

T. Traffic

REMARKS

Under review by the Resident Engineer