
SHOP DRAWING REVIEW GUIDELINES

During the course of construction, the Resident Engineer (RE) will forward shop drawings and working drawings to the Engineer for review and approval. The Engineer shall review and return all shop drawings and working drawings to the RE or the Authority, as appropriate, in accordance with Subsection 104.08 of the Specifications and the below provisions. When estimating the level of effort required to perform construction engineering support and construction management services, the Engineer and RE shall assume that the level of shop drawing and working drawing review, outlined in the below provisions, will be included in their respective scopes of service.

1.1 PERMANENT FEATURES BY ENGINEER

The Engineer shall review and approve all required shop drawings for permanent features designed by the Engineer, which are represented within the Contract Documents. Shop drawings are documents furnished by suppliers and/or manufacturers of various materials and equipment, which illustrate how specific portions of the works shall be fabricated. Review of shop drawings is for general compliance with the Contract documents. All reviewed shop drawings shall be stamped by the Engineer using Stamp A as shown in Figure 1.1-1 – Stamp A.

SHOP DRAWING REVIEW	
CONSULTANT NAME	
Review is for general compliance with contract documents. Sole responsibility for correctness of dimensions, details, quantities, and safety during fabrication and erection shall remain with the Contractor.	
<input type="checkbox"/>	No Exceptions Taken
<input type="checkbox"/>	Make Correction Noted
<input type="checkbox"/>	Amend and Resubmit
<input type="checkbox"/>	Rejected
By	_____
Date	_____

Figure 1.1-1 – Stamp A

1.2 FEATURES BY THE CONTRACTOR

The Engineer shall review and recommend for approval shop drawings and working drawings for permanent features designed by the Contractor, including supporting calculations, which include proprietary design elements that have been provided by the Contractor or the Contractor's vendors including (but not limited to) Mechanically Stabilized Earth (MSE) walls, High Load Multi-Rotational (HLMR) bearings, and modular bridge joint systems. Review of these shop and working drawings is for general conformance with the design concepts and criteria represented within the

Contract documents. The Engineer shall also review and recommend for approval all shop and/or working drawings, including supporting calculations, for items of work that were presented in the Contract documents as “conceptual”, including temporary works for which the Contractor is required to complete the final design, erection plans, and demolition plans.

All reviewed shop and/or working drawings that are recommended for approval shall be stamped by the Engineer using Stamp B as shown in Figure 1.2-1 – Stamp B. Submissions stamped as “Recommended for Approval” shall be returned to the Authority for approval by the Office of the Chief Engineer of the New Jersey Turnpike Authority. Where the Office of the Chief Engineer deems the submitted shop and/or working drawings acceptable, they will be stamped as “Approved” by an authorized representative of the Chief Engineer using Stamp C as shown in Figure 1.2-2 – Stamp C. Approved shop and/or working drawings will then be returned to the RE by the Office of the Chief Engineer for final distribution to the Contractor. Shop and /or working drawings that are not approved by the Office of the Chief Engineer will be returned to the Engineer for further review.

The Engineer, in accordance with NJTA standards, has reviewed this submission, which the Contractor has developed as the final design of conceptual plans as shown or required in the Contract Documents, or temporary works required to perform the work described or as required in the Contract Documents, for general compliance with the design concept and criteria.

RECOMMENDED FOR APPROVAL

Date _____
By _____

This does not relieve the Contractor from compliance with the requirements of the Contract Documents.

Figure 1.2-1 – Stamp B

APPROVED

Date _____
By _____

Office of the Chief Engineer

Figure 1.2-2 – Stamp C

1.3 MATERIALS ACCEPTANCE REVIEW MATRIX

The RE will review and approve Contractor submissions in accordance with a Project Specific Materials Acceptance Review Matrix, which will be developed by the Engineer during Design and provided to the RE for review and acceptance at the Construction Hand-off Meeting or prior to the Pre-Construction meeting for the contract. The RE will also be responsible for review and approval of shop drawings for all items that are covered by Authority Standard drawings and do not require explicit design on the part of the Contractor.

The Project Specific Materials Acceptance Review Matrix lists all submission approvals required for every pay item in a contract and indicates who is responsible for review, the RE or Engineer. Each item or material is reviewed and approved for the following:

- Source
- Testing
- Division 900 Conformance
- Other Conformance
- Shop Drawings
- Mix Designs
- QC Plan
- Mill Certifications
- Certifications of Compliance
- Receiving Tickets

A sample matrix of Engineer and RE responsibilities for review of Contractor Submissions has been prepared as the Materials Acceptance Review Matrix (the Matrix). An electronic spreadsheet version of the Matrix will be furnished to the Engineer by the Authority Project Manager as part of the Project Design kick-off meeting. This matrix is provided as an example and shall be modified by the Engineer as appropriate based on specific contract requirements and provided with the Design Phase C Major Milestone Submission. This matrix shall be made available for the scoping and procurement of Construction Management services. A Pre-construction hand-off meeting shall be scheduled between the Engineer and RE to review the design aspects of the project and finalize the Matrix. The Matrix will be updated by the Engineer and provided to the RE prior to the Pre-Construction meeting for the contract. For the purposes of clarity, the 'Reviewer' shown in the matrix is the party responsible (RE or Engineer) for review of Contractor submitted materials. Where 'RE/Engineer' is shown, the RE/Construction Manager shall bear primary responsibility for review of these Contractor submitted materials with assistance and additional review provided by the Engineer as required for specialty or unusual work features. Where 'Engineer/RE' is shown, the Engineer shall bear primary responsibility for review of these Contractor submitted materials with assistance and additional review provided by the RE as required for features where complex or unusual field performed procedures are to be executed. In any event, where both RE and Engineer parties are shown in the 'Reviewer' column, both parties shall review the Contractor submitted materials.

[Materials Acceptance Review Matrix](#)

REVISION SUMMARY

Revision	Date	Revised by	Summary
0	June 2024		Original document