



Electronic Shop Plan Review - Checklist – January 2018

See the **Guide to Electronic Shop Drawing Submittal** at:

ftp://ftp.dot.state.tx.us/pub/txdot-info/library/pubs/bus/bridge/e_submit_guide.pdf

1. Validate submittal email. Verify:
 - a. Submittal is sent directly from Fabricator or Detailer
 - b. District's dedicated shop plan review address is in "CC" field (when the District is not the reviewer and therefore in the primary recipient field)
 - c. Contractor's email address is in "CC" field
 - d. Includes other TxDOT "CC" addresses as directed by the District (Ex: AE)
 - e. Subject line includes correct CSJ and County
 - f. Attachment is .pdf or .toga format with correct file name (see **Guide** for additional details)
2. Send confirmation email within two business days
3. Login submittal per office preferences
4. Create project folder on backed up drive
5. Save email and attachments to project folder
6. Open .pdf and save with "R" suffix (Review copy)
7. Review and annotate .pdf ("Red" = permanent)
8. Stamp all sheets
9. "Save" to preserve Review "R" copy
10. "Save as" with "AP", "AX" or "RC" suffix to denote review status
11. "Flatten" file to remove temporary annotations (other than "Red") and embed permanent markups
12. Add Security using office password and allowing high resolution printing
13. "Save" final version to apply Flattening and Security
14. Stamp, secure, and save final Optional Design (OD) file
15. Reply, attach, and distribute final review .pdf
 - a. Reply to original email to insure inclusion of "CC" recipients (Fabricator or Detailing entity should be primary recipient)
 - b. Add status suffix to subject line: "AP", "AX" or "RC"
 - c. Verify District's dedicated address appears in "CC" field (when applicable)
 - d. Include Construction Division's dedicated addresses in "CC" field
CST_ShopDrawings@txdot.gov
16. Save reply email to project folder



Fabricator Submission - Checklist – January 2018

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1. Distill CAD drawings into PDF binder
 - a. Set resolution to insure legibility at full scale viewing
 - b. Smallest font size = 1/16" at full scale ~ do not use narrow style font
 - c. Name file: CCSJ County Item Fabricator Detailer Submittal No. (example: 1802-03-163 Tarrant Tx28 PCC DSE 1.pdf)
 - d. Set no security permissions/passwords
 - e. Set print size format to 11" x 17"
 - f. 7.3mb max attachment(s) file size per email
 - g. **Do not "zip" files**
2. Prepare all optional design data for prestressed beams
 - a. Fill out and convert input forms and output data to .pdf set
 - b. Place engineer's seal on first sheet
 - c. Additionally supply .toga input file to speed review
3. Format email
 - a. Obtain and insert reviewer's email address in primary recipient field (one address only); contact Contractor, project Area Engineer, or District Bridge Engineer for guidance. (Find District local info at: [Local Information](#))
 - b. Place District's dedicated shop plan review address in "CC" field. Find at: ftp://ftp.dot.state.tx.us/pub/txdot-info/library/pubs/bus/bridge/shop_plan_contacts.pdf
 - c. Place Contractor's email address in the "CC" field
 - d. Insert additional TxDOT "CC" addresses as directed by the District
 - e. Subject line should match file attachment name
 - f. Format email "body" per the Guide with all project info
 - g. Include any references to change orders, special comments
4. Transmit email with attachments
5. Contact reviewing office if an email confirming the reception of the submittal is not received within two business days
6. If reviewer reply email contains "RC" (Returned for Correction) status notation in subject line, correct and resubmit for review
7. If reviewer reply contains "AP" (Approved) or "AX" (Approved Except as Noted) in the subject line, make any required corrections and:
 - On 11 x 17 sheets print and supply an approval stamped paper set to the TxDOT Inspector at your plant