[Insert date]

[Insert Contractor’s name]

[Insert address Line 1]

[Insert address Line 2]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dear [Insert Contractor’s name]   |  |  | | --- | --- | | **Contract number** | [Insert Contract number] | | **Project name** | [Insert Project name] | |

[Delete whichever is not applicable. Add other plans not identified below. For expedience, separate letters can be issued for each plan]

**Clause 8.5 – Supply of Documents by Contractor**

**Clause 30.3 – Quality Plan**

In accordance with Clause 30.3 Quality Plan, of the *General Conditions of Contract*, I acknowledge receipt of your Quality Plan dated [Insert date] and advise that it is considered suitable / not suitable.

**OR**

In accordance with Clause 30.3 Quality Plan, of the *General Conditions of Contract*, I have reviewed your Quality Plan dated [Insert date] and found that it fails to address the requirements of the Contract. A Corrective Action Request [Insert request number], as attached has been raised, and details the areas of unsuitability in the Quality Plan.

**Clause 15.3.4 – Work Health and Safety Management Plan**

In accordance with Clause 15.3.4 Work Health and Safety (WHS) Management Plan, of the *General Conditions of Contract,* I acknowledge receipt of your WHS Management Plan dated [Insert date] and advise that it is considered suitable / not suitable.

**OR**

In accordance with Clause 15.3 Work Health and Safety (WHS) Management Plan, of the *General Conditions of Contact,* I have reviewed your WHS Management Plan dated [Insert date] and found that it fails to properly address the requirements of the Contract. A Corrective Action Request [Insert request number] as attached has been raised, and details the areas of unsuitability in the Construction Safety Plant.

**Clause 15.5.2 – Traffic Management Plan**

In accordance with Clause 15.5.2 – Traffic Management Plan, of the *General Conditions of Contract,* I acknowledge receipt of your Traffic Management Plan dated [Insert date] and advise that it is considered suitable / not suitable.

**OR**

In accordance with Clause 15.5 Traffic Management Plan, of the *General conditions of Contract*, I have reviewed your Traffic Management Plan dated [Insert date] and found that it fails to properly address the requirements of the Contract. A Corrective Action Request [Insert request number] as attached has been raised, and details the areas of unsuitability in the Traffic Management Plan.

**Clause 15.6 – Community Liaison Plan**

In accordance with Clause 15.6 Community Liaison Plan of the *General Conditions of Contract*, I acknowledge receipt of your Community Liaison Plan dated [Insert date] and advise that it is considered suitable / not suitable.

**OR**

In accordance with Clause 15.6 – Community Liaison Plan, of the *General Conditions of Contract*, I have reviewed your Community Liaison Plan dated [Insert date] and found it fails to properly address the requirements of the Contract. A Corrective Action Request [Insert request number] as attached has been raised, and details the areas of unsuitability in the Community Liaison Plan.

**Clause 15.7.2 – Environmental Management Plan**

In accordance with Clause 15.7.2 Environmental Management Plan, of the *General Conditions of Contract*, I acknowledge receipt of your Environmental Management Plan dated [Insert date] and advise that it is considered suitable / not suitable.

**OR**

In accordance with Clause 15.7.2 Environmental Management Plan, of the *General Conditions of Contract*, I have reviewed your Environmental Management Plan dated [Insert date] and found that it fails to address the requirements of the Contract. A Corrective Action Request [Insert request number], as attached has been raised, and details the areas of unsuitability in the Environmental Management Plan.

**OR**

You are directed to provide an amended [Quality Plan], [Environmental Management Plan], [Construction Safety Plan], [Traffic Management Plan] and [Community Liaison Plan] [delete whichever is not applicable] within five Business Days of receiving this notice.

In accordance with Clause 8.5 Supply of Documents by Contractor, of the *General Conditions of Contract*, the above direction as to suitability is given on the basis that I am not bound to check the documents for errors, omissions and/or compliance with the requirements of the Contract. My direction as to suitability does not relieve you from the responsibility for its errors, omissions and/or compliance with the requirements of the Contract.

Yours sincerely

[Insert name]

**Administrator**

Encl. (Corrective Action Request [Insert Request Number Here])

[Delete before sending. This notice must be returned within the time stated in Item 13D of Annexure A of *General Conditions of Contract* after receipt of the documents]

[Delete before sending. Blind copies are left to your own discretion]

|  |  |  |
| --- | --- | --- |
| B/c: | File no. | [Enter file number] |

1. **Administrator’s Representative** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Inspector** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Administration Officer** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

[Insert Name]

**Administrator**

[Insert Date]