

NTG Technical Records

Part 4 – APRODOCS

Requirements for Tender Deliverables

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Acronyms	Full form
APRO	Agency Purchase Requisitions Online (Tender Lodgement System owned by CAPS)
APRODOCS	APRODOCS - Technical Drawing endorsement process of APRO managed by the Technical Records Unit
CAD	Computer Aided Design
CAPS	Contract And Procurement Services
NTG	Northern Territory Government
PDF	Portable Document Format
PM	NTG Project Manager or Project Officer
DCDD	Department of Corporate and Digital Development
RFQ	Request for Quotation
RFT	Request for Tender
TDO	Tenders Documents Online
TRU	Technical Records Unit

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1. Overview and Function

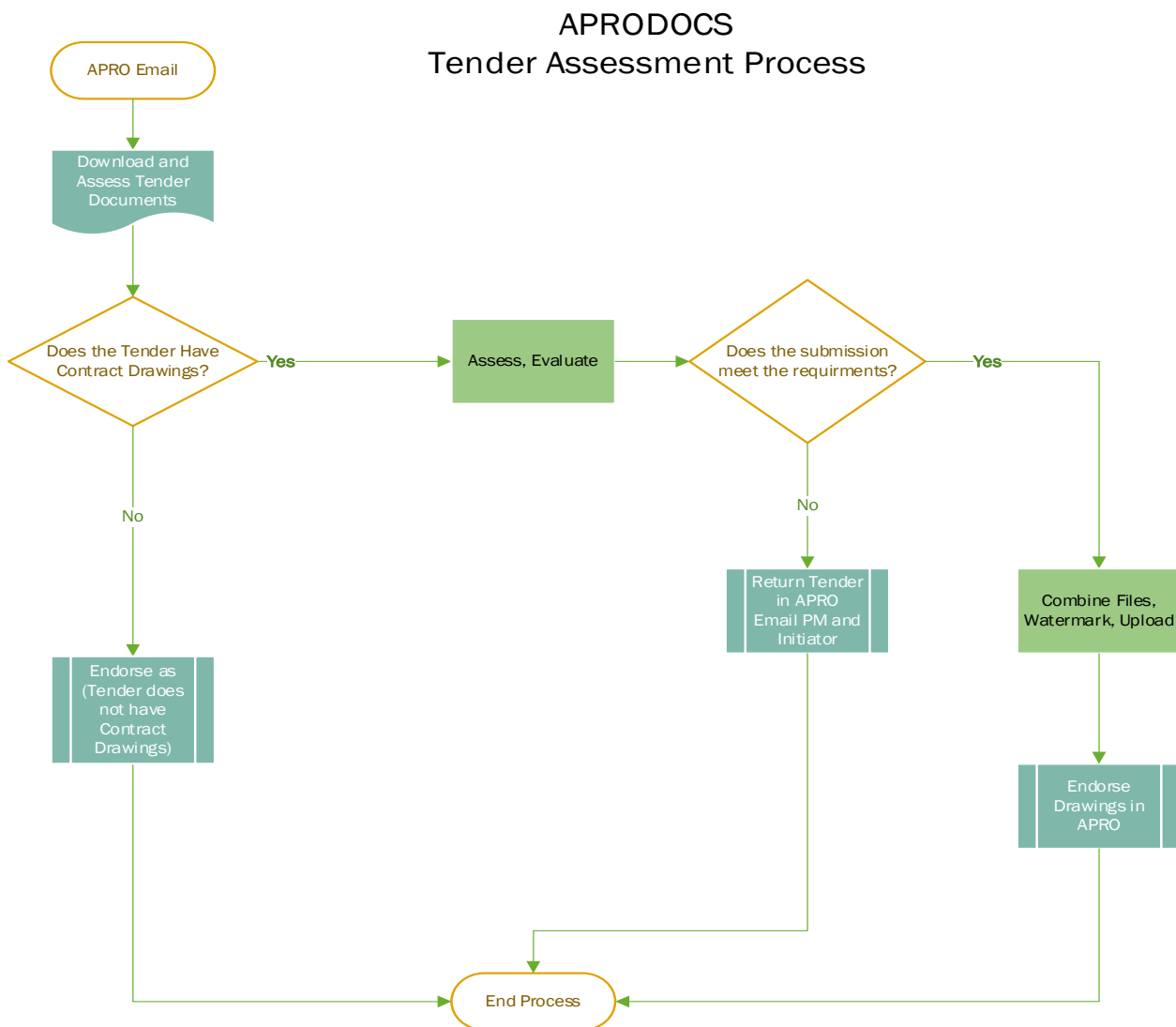
This document is a guide for all users submitting a tender through the Contract and Procurement Services (CAPS) Agency Purchase Requisitions Online (APRO) system with drawings. APRODOCS is a process undertaken by the Technical Records Unit on behalf of CAPS to enforce CAPS contractual requirements to account for all Contract Drawings in a Schedule of Drawings.

Once the Initiator has loaded the information and documents into APRO, APRODOCS is the first step in the APRO procurement process.

Tender documents are loaded into the CAPS APRO system by a Project Administrator. When received, APRODOCS checks the NTG Contract Drawings contained within the tender against the; "SCHEDULE OF DRAWINGS INCLUDED IN CONTRACT" within the RFT/RFQ. The drawings are then:

- combined into a single, multi-page PDF file,
- watermarked with the tender number and number of sheets,
- reloaded back into APRO and formally endorsed,
- ready for the next stage in the APRO assessment process by others.

Fig 1.0 Process Flow Chart



2. Documentation Requirements

2.1. General Requirements

- Tender documents cannot be assessed for endorsement unless lodged into the APRO system.
- APRODOCS will only assess **Contract Drawings** in a tender not general documents or drawings for information.

There are two main deliverable components for every APRO tender containing contract drawings,

The, “**RFT/RFQ SCHEDULE OF DRAWINGS INCLUDED IN CONTRACT**” and,
PDF Files (<50MB in size for each individual contract drawing file loaded).

(CAD Files may also be included if the Tender is a Design & Document type [Refer to 4.2](#)).

2.2. Contract Drawing Schedule

The Schedule of Drawings is a table which has three fields formatted by CAPS and generated within TDO. These fields must be complete and should be accurate to be contractually compliant.

- **DRAWING NO.** - Official NTG Drawing Number as issued by Technical Records Unit
- **AMEND NO.** - Amendment Numbers must match the NTG Title Block in the drawing
- **DRAWING TITLE** - Drawing Title sourced from the completed NTG Title Block in the drawing

How to account for your Contract Drawings.

Contract Drawings that are not a controlled document, shall be accounted for in the, “**SCHEDULE OF DRAWINGS INCLUDED IN CONTRACT**” table.

Refer to the [Part 1 document](#) which defines what a contract drawing is.

2.3. PDF Files - Deliverable Requirements

Type:

Multipage by Discipline extension, “.pdf”. PDF Files (<50MB in size for each individual file loaded)

Quality:

It's very important that the PDF files are of high quality and clearly readable. The PDF files should be directly printed from the CAD file. The files submitted to the NTG Project Manager for tender, will generally be used to price and or construct from, and must be readable when printed.

Text:

- When printed at A3 the text height must be a **minimum** of 1.8mm as measured.
- Compliance check: print a drawing in A3 @ 600dpi and manually measure the height of the text on paper.

Layers:

When printing, where possible, include the CAD layers as a vector print. This reduces the file sizes and improves the quality of the PDF. If the PDF has selectable layers this is acceptable.

Images:

600dpi, clear Images, embedded inside the PDF files.

3. The APRODOCS Assessment Process

There are three main steps that APRODOCS carries out as part of the tender endorsement process,

1. Download RFQ/RFT only from within the APRO System,
2. RFT/RFQ Assessment,
3. Collate / Compile / Watermark Drawings and Endorsement.

3.1. Download RFT/RFQ from the APRO System

- APRODOCS receives an email from APRO with the request to assess and endorse a tender.
- A link is provided to access the tender information and files.
- APRODOCS downloads all drawings and the RFT/RFQ related to the tender.

3.2. RFT / RFQ Assessment

APRODOCS carries out the following steps in the RFT/RFQ assessment process:

- Compare the Contract Drawings to the Schedule of Drawings included in Contract,
- Verify that the tender number is current and has not been previously used,
- Verify that the details in the RFT or RFQ match those in APRO,
- Verify Asset Number [ASNEX Asset](#)
- Verify Tender Number (where generated by Technical Records system)
- Verify NTG Project Number [ASNEX Project Search](#)
- Check Provision Schedules [Schedule of Drawings Requirements](#)

Important Note: Aprodocus will not modify your RFT/RFQ document. You must ensure that all information between the contract drawings and the schedule of drawings match. We will return tenders not conforming with this requirement.

Errors must be corrected at the source, and for that reason, it is good practice to always download the latest RFT/RFQ from within APRO before making changes. There may have been changes made by other endorsers or approvers along the way, unbeknownst to the project manager.

3.2.1 Contract Drawing File Assessment

APRODOCS assesses the PDF Drawings for the following criteria;

- File format,
- Titleblock content, no obvious spaces, blank fields and quality.

For Contract Drawings APRODOCS ensures that the;

- Title Block is complete and correct,
- Amendment Number is **0 (zero)**,
- Amendment Description is "Contract Drawing",
- Verifies Drawing Number set [Technical Records Search](#)
- Verifies Asset Number [ASNEX Asset](#)
- Verifies NTG Project Number [ASNEX Project Search](#)

Note: The action of the Project Manager uploading or instructing another officer to upload the RFT and Drawings signifies that the tender has been checked for compliance and is ready for APRODOCS assessment.

3.2.2 Returned Tender (non-compliant)

Should the submission not meet the requirements the tender will be returned to initiator.

- The APRO system will send an email to the initiator with a brief comment of the reason for the non-compliance,
- A brief comment is lodged in the APRO System.

3.3. Collate/Compile/Watermark Drawings and Endorsement

When the submission meets requirements the tender can be endorsed.

APRODOCS will combine the PDF contract Drawings, watermark them and rename the file.
(eg. T24-12345 – 25 Contract Drawings.pdf)

In some cases, for clarity and at our discretion, a Tender may involve more than one Works location. The Contract Drawings may be compiled into separate PDF's per location. (The separated Contract Drawings may also contain duplicate drawings that may be used for each location). (Normally, duplicate contract drawings are not permissible)

(Eg. T24-12345 – Site A - 25 Contract Drawings.pdf, T24-12345 – Site B - 12 Contract Drawings.pdf)

APRODOCS then endorses the tender within the APRO System where it is then sent on for further endorsement and approvals by others.

The Technical Records Unit may also request the .dwg CAD Files for archive as per the [Part 1 Requirement](#). (PM's should send the corresponding CAD files to Technical Records at their earliest convenience.)

4. Drawings not endorsed by APRODOCS

4.1. Drawings for Information Only

These drawings “shall not form part of the contract”. Drawings for information do not require endorsement by APRODOCS. These drawings will not be checked. APRODOCS assumes that the Project Manager has deemed these to be suitable for the intent and requirements of the Tender.

4.2. CAD Files

Unless specifically required by the contract, CAD files generally do not require endorsement by APRODOCS. APRODOCS assumes that the Project Manager has deemed these to be suitable for the intent and requirements of the Tender.

Note: As CAD files are master files, they can be altered. PDF files are created from their corresponding CAD files, and the practice of including CAD files in a tender is discouraged unless they specifically form part of the scope requirement. For example, Design / Document type Tenders may usually require the source CAD files for development and final documentation. Another example could be laser/plasma cutting files for manufacturing screens and or other components.

4.3. Controlled Documents

Engineers and Certifiers may provide controlled documents to be used in a tender. For example a Permit to Build including associated drawings and documents or Engineering reports with drawings as combined. These documents can have the following format to be classed as a controlled document;

- PDF format may not be able to be modified.
- Can contain many documents, including drawings
- Deemed to be read as provided, not to be separated
- By Engineer, Certifier or professional author
- Example: Header page, Permit to Build with list of drawings
- Drawings must be stamped and signed by the author / certifier

How to account for your Controlled Documents.

Controlled documents forming part of the contract shall be accounted for within the, "SCHEDULE OF DOCUMENTS INCLUDED IN CONTRACT", (Zipped/multi-page PDF).

Note: Any drawings contained within the controlled document, do not have to be listed in the, "SCHEDULE OF DRAWINGS INCLUDED IN CONTRACT" table.

Please contact APRODOCS / Technical Records Unit if you have any questions or require assistance in preparing drawings for Tender.