

2.3.11. Draft documents - editing, printing and binding

STORAGE AND PROTECTION

Documents should be filed in a construction file no later than the end of the work week when the documents were generated or received.

Documents pending filing must be maintained in a single location as identified by the project manager.

Some of the documents on a project may need to receive careful consideration with respect to control because of its confidential nature. For any such materials, special procedures should be implemented so that each document is under the personal control of a specific individual.