

FILING SYSTEM



Engineers and Project Managers

WP-A	A. Professional Contract	100 - Contracts and Agreements	110 - Main Contract 120 - Procurement 130 - Sub-Consultant						
		200 - Transmits_PDF	210 - Info Sent 220 - Info Received 230 - Info Register						
		300 - Correspondence	310 - Internal	311 - Emails 321 - Draft Letters					
			320 - Sent	322 - Client	322.1 - Letters (PDF) 322.2 - Emails				
				323 - OHS	323.1 - Letters (PDF) 323.2 - Emails				
				324 - Surveyor	324.1 - Letters (PDF) 324.2 - Emails				
				325 - Geotechnical	325.1 - Letters (PDF) 325.2 - Emails				
				326 - Environmental	326.1 - Letters (PDF) 326.2 - Emails				
				330 - Received	331 - Client	331.1 - Letters (PDF) 331.2 - Emails			
			332 - OHS		332.1 - Letters (PDF) 332.2 - Emails				
			333 - Surveyor		333.1 - Letters (PDF) 333.2 - Emails				
			334 - Geotechnical		334.1 - Letters (PDF) 334.2 - Emails				
			335 - Environmental		335.1 - Letters (PDF) 335.2 - Emails				
			400 - Financials		410 - TLS Financials 420 - From Others				
			B - Design Stage		100 - Correspondence	110 - Internal	111 - Emails 121 - Draft Letters		
						120 - Sent	122 - Client	122.1 - Letters (PDF) 122.2 - Emails	
							123 - Contractor	123.1 - Letters (PDF) 123.2 - Emails	
		124 - OHS		124.1 - Letters (PDF) 124.2 - Emails					
		125 - Environmental		125.1 - Letters (PDF) 125.2 - Emails					
		130 - Received		131 - Client			131.1 - Letters (PDF) 131.2 - Emails		
				132 - Contractor		132.1 - Letters (PDF) 132.2 - Emails			
				133 - OHS		133.1 - Letters (PDF) 133.2 - Emails			
				134 - Environmental		134.1 - Letters (PDF) 134.2 - Emails			
				200 - Inception		210 - External Data	211 - Client 212 - OHS 213 - Survey 214 - Geotech 215 - Enviro		
		220 - Meeting Minutes				221 - Internal 222 - Client 223 - Other			
		230 - Report				231 - Draft 232 - Final_PDF			
		240 - Design				241 - Draft 242 - Final PDF			
		250 - Drawings				251 - Working_DWG 252 - Final_PDF			
		300 - Preliminary				Ditto Inception			
		400 - Detailed			Ditto Inception				
	500 - Documentation	510 - BOQ 520 - Tender Document 530 - Tender Drawings (PDF)			521 - Word Format 522 - Final_PDF				
	600 - Tender Process	610 - Tender Adendum 620 - Evaluation Report 630 - Validity Extension							
	700 - Photographic log								
	C - Construction Stage	100 - Contracts		110 - Main Contract 120 - Sub-Contracts					
		200 - Correspondence		210 - Internal	211 - Emails 221 - Draft Letters				
				220 - Sent	222 - Client	222.1 - Letters (PDF) 222.2 - Emails			
					223 - OHS	Ditto Client			
					224 - Topo	Ditto Client			
					225 - Geo	Ditto Client			
					226 - Enviro	Ditto Client			
					231 - Client	231.1 - Letters (PDF) 231.2 - Emails			
				230 - Received	232 - OHS	Ditto Client			
					233 - Topo	Ditto Client			
					234 - Geo	Ditto Client			
			235 - Enviro		Ditto Client				
			300 - Site Management		310 - Issued Drawings				
					320 - Site Diary				
					330 - Site Instructions				
					340 - Visitors Log Book				
		350 - Photographs							
		400 - Time Management	410 - Programme and Progress 420 - Extension of Time						
		500 - Quality Management	510 - OHS						
			520 - Environmental						
			530 - EPWP						
			540 - Geometry 550 - Materils						
		600 - Financials	610 - Cashflows						
			620 - Payment Certificates						
			630 - Proof of Payment by Contractor						
			640 - Variation Orders						
		700 - Site Meetings	710 - Handover Meeting						
			720 - Progress Meetings						
			730 - Technical Meetings						
			740 - Other Meetings						
	800 - Close out	810 - As-built Drawings	810.1 - Working Drawings - DWG 810.2 - Final Drawings - PDF						
		820 - Report							