When storing electronic copies of the Construction Program, it is helpful that each Program is stored in a separate directory or folder and identified by a sequential number as shown in the following table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor** | [Insert text here] |  |  |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |
| **Project Name** | [Insert text here] | | |

| Construction Program No. | Date received | Program details | | | Date stated as suitable | Date stated as not suitable |
| --- | --- | --- | --- | --- | --- | --- |
| Dated | Revision No. | Filename |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |